Manitoba

Annual Report 1989 - 90*

Labour

*For the period ending March 31, 1990

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Minister of Labour

Room 156
Legislative Building
Winnipeg, Manitoba, CANADA
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To His Honour
The Honourable George Johnson, M.D.
Lieutenant-Governor of Manitoba

May It Please Your Honour:

I am privileged to present the annual report for Manitoba Labour for the fiscal year ending March 31st, 1990.

The Labour portfolio encompasses a broad variety of programs which touch the lives of many Manitobans. In this fiscal year, under the direction of my predecessor, Honourable Gerrie Hammond, the Labour portfolio was expanded. Government reorganization added responsibility for Workplace Safety and Health, the Worker Advisor Office, and the Labour Adjustment Unit, to the existing responsibilities of Manitoba Labour, and I would be remiss if I did not take this opportunity to acknowledge the hard work and dedication of my predecessor in the discharge of her responsibilities.

In the fiscal year 1989/1990 my department continued to offer services in the traditional areas of employment standards and labour relations, public safety, and trades training. The programs which joined the department this year were logical additions to Manitoba Labour's responsibilities, and enhance the services we offer to the Manitoba public in the areas of safety and health, labour adjustment, and assistance to workers having claims with the Workers' Compensation Board.

The labour portfolio must balance the interests of employers and employees in all of its responsibilities, whether in the conciliation of disputes, the inspection of worksites to ensure safety and health requirements are met, the determination of basic employment standards, the maintenance of safety standards and in all the many facets of the administration of the statutes and regulations for which I, as Minister of Labour, am responsible.

It is my intention, as Minister of Labour, to continue in the tradition of my predecessors by encouraging partnership and cooperation among the key players in the labour environment, thereby strengthening Manitoba's capacity to attract and retain the jobs which are so essential to our economic health.

Respectfully submitted,

Darren Praznik

Honourable Darren Thomas Praznik
Minister of Labour

Manitoba

Deputy Minister of Labour

Honourable Darren Thomas Praznik
Minister of Labour

Sir:

I am privileged to present the annual report of Manitoba Labour for the fiscal year ended March 31st, 1990. In fiscal year 1989/1990, Manitoba Labour developed and implemented a new organizational structure.

Additional responsibility for Workplace Safety and Health, the Worker Advisor Office, and the Labour Adjustment Unit presented a unique opportunity to assess program roles and organizational efficiency. We were also most interested in reflecting on the quality of service we offer to our clients, the Manitoba public.

Manitoba Labour is primarily a service department. Whether we are mediating an industrial relations dispute, providing labour adjustment services, inspecting boilers and elevators, assisting with pay equity implementation, or inspecting workplaces to ensure that the laws and regulations which govern safety and health standards are being met, our primary goal is to offer consistent and excellent service.

Our challenge is to ensure that our organization is functioning as efficiently as possible in order to continue to fulfil our purpose in the most cost-efficient ways possible.

While our organizational review was conducted with the assistance of an external consultant, Peat Marwick Stevenson and Kellogg, the staff of Manitoba Labour worked extremely hard, in three project teams, to provide essential information and to recommend changes and improvements.

I would like to take this opportunity to acknowledge the individuals who participated on the teams, to thank all staff who assisted, and also to thank Mr. Hugh Goldie for his invaluable assistance.

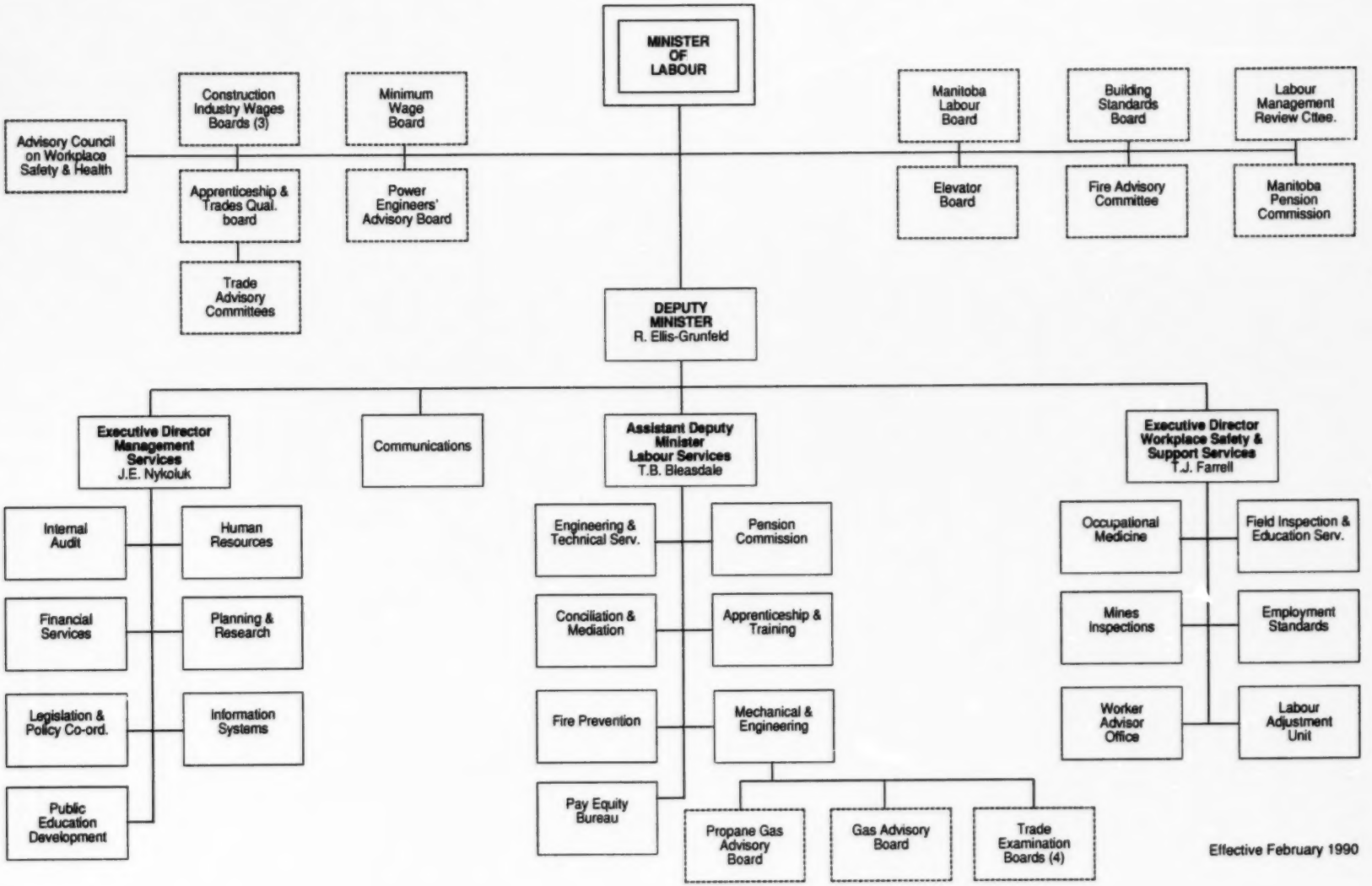
	WORKPLACE	PUBLIC SAFETY	WORKPLACE EQUITY AND TRAINING
Branches	Employment Standards Manitoba Labour Board Conciliation & Mediation Workplace Safety & Health	Mechanical & Engineering Fire Commissioner	Apprenticeship Pensions Worker Advisor Pay Equity Labour Adjustment
Team Leaders	Geoff Bawden Beth Stitchell	Dino Speziale Gari Whelon	Marilyn Kenny Debbie Lyon
Team Members	Grant McCaughey Lois Jennings Dewey Merrett Fred Bailey Gail Feindel Mike Leitold Dave Hidlebaugh Penni Mitchell Janet Duff	Dennis Nikkel Marylou Fuentespina David Pearson Doug Popovich Wayne Andrews Madhav Sinha Louise Hornbeck Debbie Keele	Joanna Plater Earl Vance Don Smith Rod Frisken Peter Griffen Jan Wiebe Chuck Simundson Dave Dyson Jan MacDonald

The benefits of our study will be felt for some time to come. In next year's annual report we look forward to reporting on the impact of our review on specific branches which have further refined their operations in the pursuit of the highest standards of efficiency and service delivery.

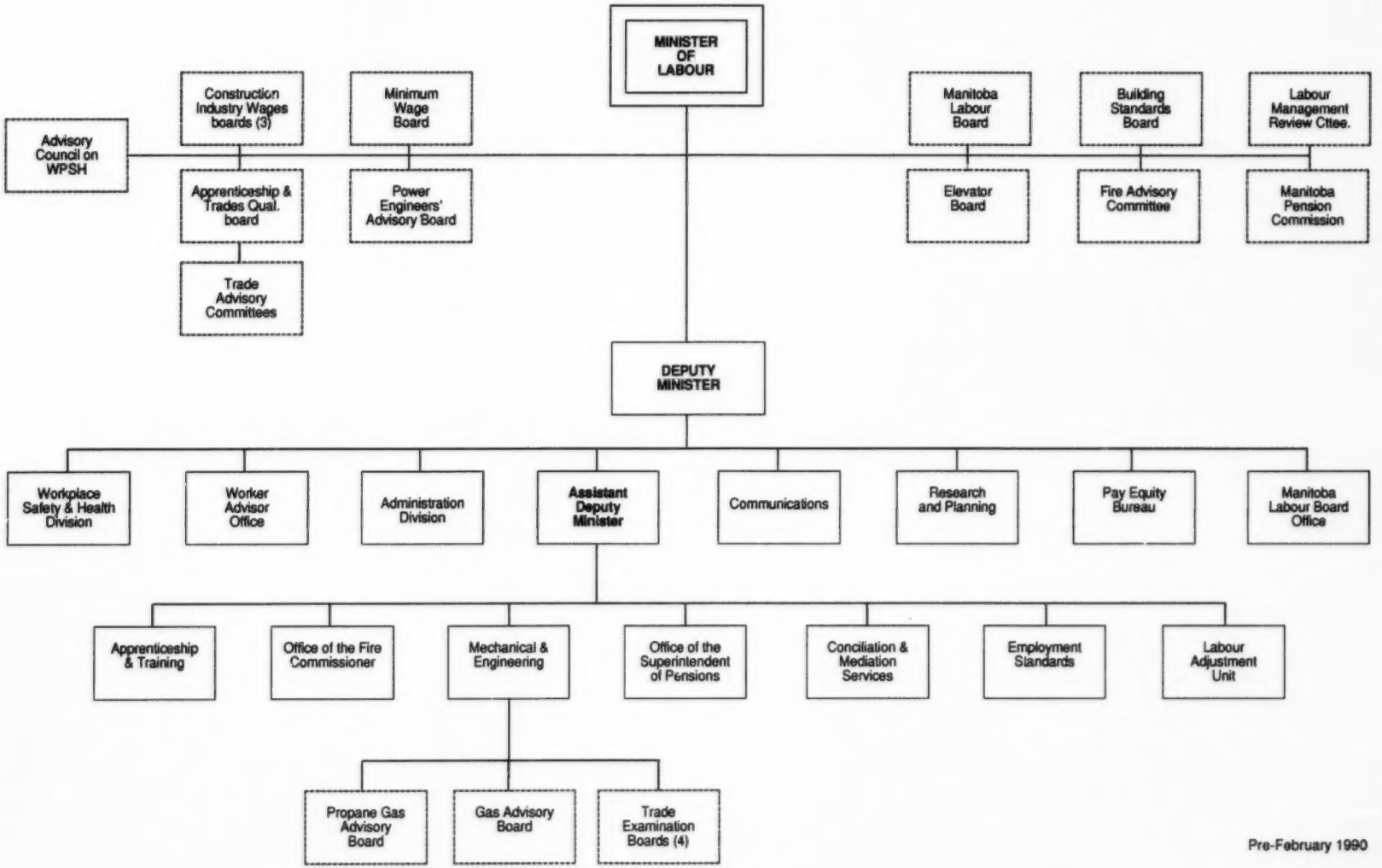
Respectfully submitted,

Roberta Ellis-Grunfeld
Deputy Minister of Labour

1989-90 Organization Chart (new)



1989-90 Organization Chart (former)



Pre-February 1990

Overview

Manitoba Labour is responsible for ensuring fairness in the workplace by balancing the rights and responsibilities of employers and employees, furthering harmonious labour relations, protecting public safety, detecting and preventing health hazards in all provincial workplaces, assisting workers with claims at the Workers Compensation Board, assisting the transition to employment of dislocated workers and and promoting trades training.

Manitoba Labour provides a wide range of programs and services, and administers 25 provincial statutes. That number increased this year with the addition of three new branches: Workplace Safety & Health and the the Worker Advisor office which moved to Labour from the Environment Department and the Labour Adjustment Unit which transferred from the Department of Employment Services and Economic Security.

Most of the department's 311 employees are located in Winnipeg. However, the department also has staff throughout the province: 25 in Brandon, 3 in The Pas, 7 in Thompson, and one each in Portage la Prairie, Dauphin, Snow Lake, Leaf Rapids, Mafeking and Waterhen. Field staff, investigators and inspectors travel throughout the province to serve the needs of Manitoba communities. The total budget for the department for fiscal year 1989–90 was $15,183,800.00.

Departmental Reorganization

Workplace Safety and Support Services Division

The Workplace Safety and Support Services came into being as a result of the Reorganization of the Department of Labour in February of this year.

The Division consists of the following branches:

— Field Services and Education Branch

— Mines Inspection Branch

— Occupational Health Unit

— Employment Standards Branch

— Labour Adjustment Unit

— Worker Advisor Office

The reorganization has permitted the Department of Labour to focus those branches that address the needs of workers and employers in the Manitoba workplaces within one Division. This has resulted in an improved information flow and will permit an improved service delivery to our clients and help to streamline our approach to common problems.

Management Services Division

The departmental reorganization consolidated all management support functions into one division to provide for a more streamlined and coordinated delivery of management services to the Executive and operations of the department.

Existing resources and expertise were amalgamated under the name Management Services Division and began to deliver the following services to client branches:

— Financial, accounting and administrative services including central budgeting, accounting and financial reporting.

— Personnel and payroll services including staffing, job evaluation, training and development, and employee relations.

— Internal audits to review and appraise departmental operations.

— Research, planning and evaluation support.

— Legislative and regulatory development.

— Development and implementation of computerized information systems.

— Public information materials regarding departmental programs and legislation.

— Support and research assistance to departmental advisory boards and committees.

Labour Services Division

The Labour Services Division provides a support service to its major client base. This base includes organizations, groups and individuals such as builders, trades organizations, workers and fire departments. The support consists of service in the areas of public safety, apprenticeship and fair employment practices.

The primary focus of Labour Services is public safety. The Office of the Fire Commissioner is concerned with fire safety and the support of fire departments, the Engineering and Technical Services branch concerns itself with building safety through plans examination, technical support and the provision of advice while the Mechanical and Engineering Branch is responsible for ensuring the safety of elevators, boilers and other energy driven equipment.

A secondary focus of the division is the provision of services related to providing workplaces with a workforce trained to respond to today's changing technology. The Apprenticeship branch plays the major role in curriculum development, apprenticeship support and competency testing, while the

Mechanical and Engineering branch also plays a testing role, ensuring that licenced tradespersons are technically competent to perform their duties.

The divisions third focus is that of facilitating fair employment practices. This involves the Conciliation and Mediation branch, the Pay Equity branch and the Manitoba Pension Commission.

Employment Standards and Labour Relations — Statutes

The department provides services to assist employees and employers with workplace issues that include:

- Encouraging fairness and balance in the workplace by administering employment standards legislation
- Resolving conflicts in collective bargaining
- Registering and administering pension plans
- Implementing pay equity legislation

Statutes relating to these functions include:

- The Department of Labour Act
- The Construction Industry Wages Act
- The Employment Services Act
- The Employment Standards Act
- The Labour Relations Act
- The Pay Equity Act
- The Payment of Wages Act
- The Pension Benefits Act
- The Remembrance Day Act
- The Retail Business Holiday Closing Act
- The Vacations With Pay Act

Protecting Public Safety – Statutes

Manitoba Labour's major responsibilities include:

- Investigating the cause and origin of fires
- Providing fire and emergency services training for fire fighters, police, and other emergency services personnel throughout Manitoba
- Advising on building safety standards and fire prevention methods
- Inspecting mechanical equipment such as elevators, boilers, gas appliances and amusement rides to ensure they meet safety standards
- Inspecting workplaces and issuing improvement orders conducting education programs on Workplace, Safety and Health

Legislation related to these responsibilities includes:

- The Amusement Act (Part II)
- The Buildings and Mobile Homes Act
- The Electricians' Licence Act
- The Elevator Act
- The Fire Departments' Arbitration Act
- The Fires Prevention Act (Part II)
- The Gas and Oil Burner Act
- The Municipal Act (Sec. 284 (1))
- The Power Engineers' Act
- The Steam and Pressure Plants Act
- The Workers' Compensation Act (Sec. 108(2))
- The Workplace Safety and Health Act

Promoting Trades Training

Manitoba Labour assists employers and employees by coordinating apprenticeship training in more than 40 trade occupations. The department administers legislation and licenses tradespeople and barbers and hairdressers.

Statutes related to these activities include:

- The Apprenticeship and Trades Qualification Act
- The Barbers' Act
- The Hairdressers' Act

Overview of Services

Communications coordinates information relating to Manitoba Labour for public distribution, and provides communications assistance to the branches.

Research and Planning develops information on conditions and trends in labour relations, and provides research and information system support to departmental operations.

Administration provides personnel services, financial services, and administrative services to all branches of the department.

Mechanical and Engineering inspects boilers, pressure vessels, refrigeration plants, elevators, escalators, gas/oil burners, electrical equipment and amusement rides; and licences power engineers, pressure welders, electricians and gas/oil fitters.

The Office of the Fire Commissioner provides services addressing fire prevention, emergency response agency training and safe building construction.

Employment Standards is responsible for the enforcement of labour standards legislation; and investigates complaints from employers/employees on wages, hours, etc.

Manitoba Labour Board Office adjudicates on labour/management disputes and applications, as well as employment standards related complaints, workplace safety and health appeals, and pay equity applications.

Conciliation and Mediation Services assists labour/management in the collective bargaining process, grievance mediation and preventive mediation.

Apprenticeship and Training administers the apprenticeship and trades qualification program, and promotes the apprenticeship program.

Pension Commission enforces pension standards, and promotes growth, extension, and improvement of pensions.

Pay Equity Bureau monitors pay equity, and provides information and assistance to employers, unions, and employees, and to the general public.

Labour Adjustment Unit accelerates the transition to employment of dislocated workers through job referrals retraining, and labour adjustment committees and manages the Canada-Manitoba Program for Older Worker Adjustment.

Workplace, Safety & Health Branch detects and prevents safety and health hazards in all provincial workplaces and assists in education and training of labour and management in workplace safety and health matters.

Worker Advisor Office assists workers whose claims have been rejected by the Workers Compensation Board and informs unions, individuals and professionals on rights and requirements under the Workers Compensation Act.

Statement of Purpose

Our Purpose is to Serve Manitobans Through:

— the promotion of safety, health, and fair and equitable treatment in the workplace

— the enhancement of public safety

— the fostering of a stable labour relations climate

— the support of workplace training and adjustment

We are Committed to:

— serving the Manitoba public efficiently, courteously and effectively

— consulting equally with labour, management and other client groups

— providing information and support to our clients to enable them to act responsibly in respect to fairness, safety, health and equity

To Achieve Our Purpose and Goals We Will:

— subscribe to the principles of accountability, efficiency and effectiveness in the use of public funds

— recognize that staff are our most important resource and the key to achieving our purpose

— develop a flexible organization, responsive to changing needs and circumstances

— promote consistently the principle that safe workplaces, fair employment practices, and harmonious labour relations are essential to the economic and social well-being of Manitobans

Minister's Salary

This appropriation provides for the Minister's salary entitlement as a member of Executive Council.

Table 1

Expenditures by Sub-Appropriation

1(a) Minister's Salary	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
TOTAL SALARIES	$20,600	1	$20,600	$0	

Executive Support

The objectives of this section, which includes the Offices of the Minister and the Deputy Minister, are to develop, implement and oversee departmental policies and programs to achieve the goals set out in the department's statement of purpose.

The Executive Offices provide the overall policy direction for departmental programs. The Deputy Minister is the Chairperson of the departmental Executive Committee which includes senior management executive from each of the three main divisions within the department.

This section also includes the functions of the Director of Communications.

Table 1

Expenditures by Sub-Appropriation

1(b) Executive Support	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		10.26	$389,600		
— Main Estimate Authority From General Salary Increase XXV			$9,000		
TOTAL SALARIES	$397,400	10.26	$398,600	($1,200)	
OTHER EXPENDITURES	$100,900		$101,100	($200)	
TOTAL EXPENDITURES	$498,300	10.26	$499,700	($1,400)	

Research and Planning Branch

The Research and Planning Branch develops information and provides central support to the department on planning and information systems development.

More specific activities include:

- Coordinating and facilitating departmental planning and strategy development;
- Conducting studies and analyses on issues of concern to the department;
- Evaluating the effectiveness of programs and conducting surveys to obtain information from clients on needs and program outcomes;
- Developing provincial data and analyzing trends in collective bargaining and various labour relations indicators;
- Providing information services to labour and management practitioners;
- Providing research and support services to external advisory boards and committees;
- Operations research in support of effective and efficient program delivery;
- Participating in departmental, interdepartmental and interprovincial committees, task forces and working groups;
- Developing, implementing and reviewing information systems and coordinating all related computer and data processing activities for the department.

Specific achievements of the branch included the following:

- Publishing the Manitoba Labour Relations Information Bulletin;
- Preparing labour relations statistics and comparative data on collective agreements, work stoppages, collective agreement expirations, settlement summaries, union membership statistics and other related data;
- Coordinating all departmental computer equipment acquisitions and performing all installations;
- Developing and implementing improved management information systems and procedures within the department;
- Providing assistance to the department and branches with planning, program evaluation, client needs surveys and data development needs;
- Responding to several hundred requests from business, labour and the general public concerning labour relations information and related statistics;
- Providing support to the Labour Management Review Committee.

Table 1

Expenditures by Sub-Appropriation

1(c) Research and Planning	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		10.00	$401,500		
— Main Estimate Authority From General Salary Increase XXV			$9,300		
TOTAL SALARIES	$407,300	10.00	$410,800	($3,500)	
OTHER EXPENDITURES	$ 59,000		$ 59,400	($400)	
TOTAL EXPENDITURES	$466,300	10.00	$470,200	($3,900)	

Financial and Administrative Services

The objective of this area of the department is to provide the central support services that are essential to the operations of the department and its programs, including financial and accounting services, personnel management/human resource development services, internal audit and many general administrative services.

Personnel Services

Provides a central support service to the Department in the areas of human resource management and payroll services. Human resource management including planning and program development; recruitment and selection; classification review and evaluation; staff relations administration and assistance; training support and coordination; and employee counselling. Payroll services includes payroll administration and benefits administration. As well, Personnel Services coordinates the Department's affirmative action program.

During 1989/90, the unit processed 64 staffing and approximately 45 classification actions, coordinated the department's training and performance review programs and provided ongoing advice and support on staff relations matters. During the 1989/90 period, pay and benefits section processed 600 GC/s, 85 ER's and Leaves, with another 2,900 positive time payouts and related transactions.

Financial Services

Provides a broad range of services to the Department in the areas of financial management and accounting, including the following: payments of accounts, grants and other financial transactions involved in administering departmental programs, processing and accounting for all revenues received by the Department, coordination of the departmental estimates submission, cash flow management and continuing analysis of expenditures and revenues as they relate to approved budgets, to cash flow projections and to commitment accounting reports. Financial Services also provides direction, assistance, and advice on matters of a financial or administrative nature.

The Administrative Services section of the Financial Services unit is responsible for coordination and assistance with respect to government vehicles management, parking space planning and management, office equipment acquisition, furniture and furnishings, telecommunications and all other like administrative functions. Administrative Services also responds to all requests associated to Freedom of Information.

During 1989/90, the Financial Services unit processed 7,664 expenditure transactions and 157 accountable advances, as well as 51,138 revenue transactions involving a total sum of $7,586,650.

Table 1

Expenditures by Sub-Appropriation

1(d) Financial and Admin. Services	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		16.16	$523,600		
— Main Estimate Authority From General Salary Increase XXV			$6,200		
TOTAL SALARIES	$529,900	16.16	$529,800	$100	
OTHER EXPENDITURES	$ 43,800		$ 43,800		
TOTAL EXPENDITURES	$573,700	16.16	$573,600	$100	

Division Administration (Labour)

Objectives of the Office of the Assistant Deputy Minister of the Labour Division include: the management of the operations of the Labour Division so as to ensure that the various operating Branches maintain efficient delivery of services to their client groups and to the people of Manitoba as a whole; and the establishment and maintenance of contact with senior officials in industry, labour and government.

Table 2

Expenditures by Sub-Appropriation

2(a) Labour Division Administration	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		5.00	$223,500		
— Main Estimate Authority From General Salary Increase XXV			$ 6,000		
TOTAL SALARIES	$239,700	5.00	$229,500	$10,200	
OTHER EXPENDITURES	$ 22,100		$ 15,200	$6,900	
TOTAL EXPENDITURES	$261,800	5.00	$244,700	$17,100	

Mechanical and Engineering Branch

The objective of the Mechanical and Engineering Branch is to provide a safe environment for the people of Manitoba. To this end the specific objectives are:

(a) to inspect boilers, pressure vessels, refrigeration plants, amusement rides and elevators as required by the Acts;

(b) to provide examinations and renewal of certificates for various licences by the Branch as required;

(c) to provide inspections and labelling of gas, oil and electrical equipment as required;

(d) to issue permits to gasfitters on request;

(e) to register the designs of boilers, pressure vessels and refrigeration systems within two weeks of receipt.

For detailed information on the operations of the Mechanical and Engineering Branch see Appendix A.

Table 1

Expenditures by Sub-Appropriation

2(b) Mechanical and Engineering	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		38.32	$1,350,300		
— Main Estimate Authority From General Salary Increase XXV			$40,000		
TOTAL SALARIES	$1,418,100	38.32	$1,390,300	$27,800	
OTHER EXPENDITURES	$388,400		$289,300	$99,100	1.
TOTAL EXPENDITURES	$1,806,500	38.32	$1,679,600	$126,900	

Explanation Number:

1. The Mechanical and Engineering Branch moved the Welder Testing Centre to a new location and an additional $22,500. was expended to acquire new equipment. As well, the branch paid the billings for the consultants who undertook an organizational review of the department, amounting to $40,000. and an additional $8,700. was paid for A.S.M.E. code books.

Office of the Fire Commissioner

The Office of the Fire Commissioner, through the Fires Prevention Act and The Buildings and Mobile Homes Act is dedicated to promote and encourage public safety of persons and property and to reduce life and property loss in respect to fires, dangerous goods, structural and mechanical matters and other related hazards. This section is responsible for the collection and dissemination of fire loss statistics and the activities of the fire service throughout the province.

For detailed information on the operations of the Office of the Fire Commissioner see Appendix B.

Table 1

Expenditures by Sub-Appropriation

2(c) Fire Prevention	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		41.33	$1,465,500		
— Main Estimate Authority From General Salary Increase XXV			$38,400		
TOTAL SALARIES	$1,461,900	41.33	$1,503,900	($42,000)	
OTHER EXPENDITURES	$768,200		$589,400	$178,800	1.
TOTAL EXPENDITURES	$2,230,100	41.33	$2,093,300	$136,800	

Explanation Notes:

1. The increase in expenditures reflects additional funding authorized for a new fires prevention initiative which was approved by Treasury Board during the 1989/90 fiscal year. The expenditures were largely related to public education and to equipment acquisitions for certain Mutual Aid Districts.

Engineering and Technical Services

A vital element of public safety and fire prevention is ensuring that public buildings comply with the safety standards outlined in Manitoba's Fire, Building and Plumbing Codes.

Under the provisions of the Buildings and Mobile Homes Act, the Engineering and Technical Services Officers, review building plans, issue permits and conduct inspections in areas of the province where local authorities do not perform these functions. Activities for 1989 – 1990 were:

Table 2

Building Inspection Activities

April 1, 1989 to March 31, 1990

Building plans examined	702
Building permits issued	404
Buildings inspected	621
Plumbing installations inspected	74
Wood burning appliances inspected	38
Mobile homes/recreational vehicles inspected	168

The examination of 702 building plans were completed and 621 building inspections were conducted. The Branch is working more directly with designers, builders and owners. Priority is now being placed on explaining building safety needs to clients so that reasons for each measure are well understood. Clients are provided with information services to facilitate an expedient solution to problems they may be experiencing. In addition, the Branch has increased emphasis on building safety education. A pilot project on building inspector training for municipal staff was organized and delivered in Brandon.

Table 3

Expenditures by Sub-Appropriation

2(c)3. Engineering and Technical Services	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		10.00	$394,700		
— Main Estimate Authority From General Salary Increase XXV			$11,000		
TOTAL SALARIES	$398,900	10.00	$405,700	($6,800)	
OTHER EXPENDITURES	$40,400		$41,100	($700)	
TOTAL EXPENDITURES	$439,300	10.00	$446,800	($7,500)	

Employment Standards Branch

The Employment Standards Branch of Manitoba Labour promotes fairness in the workplace for employers and employees. In part, the branch focuses on enforcement of the standards set by law regarding minimum wages, hours of work, holidays, and other workplace benefits. In addition, staff members strive to increase the public awareness of rights and responsibilities under the law, as well as the availability of services to uphold those rights.

The Branch's objectives are:

To promote good labour-management practices by:

1. Ensuring that Manitoba employers comply with minimum standards of employment for wages and working conditions, and to actively promote such compliance in order to achieve socially desirable terms and conditions of employment for the Manitoba work force.
2. Identifying and analyzing developments in employment standards as they relate to policy and service to the public, and recommending appropriate courses of action.
3. Educating workers and employers with regard to their respective rights and obligations in th workplace.
4. Pursuing ethical and professional standards of performance in attaining branch objectives.
5. Encouraging career development of branch staff and providing opportunities for such development.
6. Practising democratic decision making, affirmative action, and effective planning within the branch and presenting these practices as examples to others.

For detailed information on the operations of the Employment Standards Branch see Appendix C.

Table 1

Expenditures by Sub-Appropriation

2(d) Employment Standards	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		36.39	$1,292,300		
— Main Estimate Authority From General Salary Increase XXV			$38,000		
TOTAL SALARIES	$1,328,200	36.39	$1,330,300	($2,100)	
OTHER EXPENDITURES	$142,500		$139,800	$2,700	
PAYMENT OF WAGES FUND	$394,700		$320,000	$74,700	1.
TOTAL EXPENDITURES	$1,865,400	36.39	$1,790,100	$75,300	

Explanation Note:

1. The increase reflects the fact that payouts from the Fund to employees of bankrupt/closed firms were higher than had been anticipated.

The Manitoba Labour Board

The Manitoba Labour Board is a quasi-judicial body that adjudicates employer-employee disputes referred under provincial laws such as The Labour Relations Act, The Workplace Safety & Health Act, The Pay Equity Act, and various employment standards statutes.

The Board has a full-time Chairperson and 4 part-time Vice-Chairpersons. There are 24 part-time Members, with an equal number of employer and employee representatives.

In an effort to facilitate and promote harmonious relations between labour and management, the Board encourages parties to settle disputes in an informal manner. The Board in many instances appoints one of its officers to assist the parties in resolving issues or complaints. If the matter is not resolved, a formal hearing will be held and the Board will decide on the case.

The Board publishes a Guide to the Labour Relations Act, an annual Compendium of Grievance Arbitrations, the quarterly report of Activities of the Manitoba Labour Board, as well as a significant number of Written Reasons For Decision which provide guidance and assistance to the labour relation community.

Table 1

Applications Filed with the Manitoba Labour Board

April 1, 1989 to March 31, 1990

Legislation	1989–90	1988–89
The Labour Relations Act	486	508
The Employment Standards Act	421	414
The Payment of Wages Act	331	394
The Vacations With Pay Act	5	3
The Pay Equity Act	1	0
The Workplace Safety & Health Act	6	13
TOTAL	1,250	1,332

Further details are available in the separate annual report filed by the Manitoba Labour Board.

Table 2

Expenditures by Sub-Appropriation

2(e) Manitoba Labour Board	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		12.26	$441,000		
— Main Estimate Authority From General Salary Increase XXV			$13,000		
TOTAL SALARIES	$436,500	12.26	$454,000	($17,500)	
OTHER EXPENDITURES	$217,400		$219,100	($1,700)	
TOTAL EXPENDITURES	$653,800	12.26	$673,000	($19,200)	

Conciliation and Mediation Services Branch

The broad goal of the Conciliation and Mediation Services Branch is to promote and maintain harmonious labour-management relations in Manitoba. In doing so, the Branch has seven objectives:

- To respond to applications for Conciliation and Mediation Services assistance upon request from labour and/or management when there is an impasse in direct negotiations;
- To avert work stoppages through third party assistance;
- To assist in resolving work stoppage situations which have developed;
- To assist as grievance mediators following rights grievance breakdown and prior to arbitration proceedings;
- To assist in resolving teacher/school board disputes upon request from the Minister of Education;
- To increase public awareness of the function of Conciliation and Mediation Services through seminars and classroom participation.

The Branch's main activity is to provide conciliation and mediation services to employers and employees, since third party assistance can often help to resolve disputes in the collective bargaining and grievance mediation process. In order to enhance free collective bargaining and to make the parties more responsible, conciliation was made voluntary in 1973. Conciliation and mediation assistance may be requested by either or both parties under the Labour Relations Act.

The Branch's focus and direction are to continue to provide assistance through conciliation and mediation where requests are made during difficult collective bargaining situations, and to provide guidance and information on labour relations matters to those groups or individuals where the need may arise.

For detailed information on the operations of the Conciliation and Mediation Branch see Appendix D.

Table 1

Expenditures by Sub-Appropriation

2(f) Conciliation and Mediation Services	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		7.00	$347,600		
— Main Estimate Authority From General Salary Increase XXV			$10,000		
TOTAL SALARIES	$331,600	7.00	$357,600	($26,000)	
OTHER EXPENDITURES	$54,900		$47,100	$7,800	
TOTAL EXPENDITURES	$386,500	7.00	$404,700	($18,200)	

Apprenticeship and Training

The Apprenticeship and Training Branch is responsible for three major programs:

1. Apprenticeship Training and Certification
2. Trades Qualification and Certification
3. Examination and licensing of Barbers, Hairdressers and Beauticians

These programs are administered under three acts and their accompanying regulations

1. Apprenticeship and Trades Qualification Act
2. Barbers Act
3. Hairdressers Act

The development and administration of these programs occur within the context of the Branch goal,as follows:

> *"To develop tradespeople second to none in sufficient numbers to meet industry needs at the leading edge of technology capable of advancing as changes in the marketplace occur"*

As a part of it's mandate the branch continues to undertake a wide range of activities with respect to training, certification and licensing including:

— development and revision of institutional and on-the-job training curricula

— development, revision and administration of examinations

— processing of applications for apprenticeship and /or licensing of hairdressers and barbers

— registration of apprentice's agreements

— monitoring of on-the-job training

— scheduling of institutional training component

— promoting of apprenticeship training to the public, training institutions,employers and potential apprentices

— issuance of Certificates of Qualifications

Emphasis has continued to be placed upon encouraging employers to participate in program development, the importance of their participation in the development of training curricula both on-the-job and in-school and the need for constant revisions ensuring continuity with latest trends in industry and technological change occurring in industry. Importance has also been placed on the need for employers to train apprentice's to meet the demand soon to be created by the aging workforce.

Trades designated by the minister for apprenticeship certification during 1989/90 are:

1. Sheeter, Decker and Cladder
2. Hairstylist
3. Barber

Accreditation was received from Transport Canada for the Aircraft Maintenance Engineers apprenticeship program. Manitoba now offers training for apprentices from Ontario, North West Territories, Saskatchewan and the Yukon.

To meet the mandate of the act and the demand for current training curricula regular meetings were held with the Trade Advisory committees.

To assist in the updating of the training curricula identified by the Trade Advisory committees four part time employees were hired for a four month term to work with our regular staff and volunteer sub committees, the work started by these committees will be completed during the 1989/90 year.

Updating of all level 1 apprenticeship examinations has been completed and the updating of the level 2 examinations has been started and will be completed in the 1990/91 year.

Computerization of the record keeping used to track apprentices throughout their apprenticeship training and the licensing of hairdresser and barbers has been undertaken along with the training of the staff required to use the systems, this computerization and training will carry over into the 1990/91 year.

In conjunction with the 45 Anniversary of apprenticeship training in Manitoba and the thrust of the Federal Government to promote women in non-traditional training a special initiative was undertaken in the form of a contest called "Women Trades and the 1990's".

For detailed information on the operations of the Apprenticeship & Training Branch see Appendix E.

Table 1

Expenditures by Sub-Appropriation

2(g) Apprenticeship and Training	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		27.00	$888,600		
— Main Estimate Authority From General Salary Increase XXV			$26,000		
TOTAL SALARIES	$906,300	27.00	$914,600	($8,300)	
OTHER EXPENDITURES	$214,000		$128,700	$85,300	1.
TOTAL EXPENDITURES	$1,120,300	27.00	$1,043,300	$77,000	

Explanation Number

1. Additional expenditures were related to the Apprenticeship and the Arts Program, for additional printing of updated curricula and examinations in many trade areas, and to additional costs of telephones, travel, accommodation and meals incurred in program delivery.

Pension Commission

Pension Commission Objectives are:

To protect the rights of pension plan members and plan sponsors in accordance with the Pension Benefits Act.

To promote the establishment, extension and improvement of pension plans in Manitoba.

The Pension Commission monitors about 700 pension plans registered in Manitoba with 120,000 members. While overall membership has increased from the previous year (from 114,000) the number of plans has decreased from 835. Membership growth has been almost exclusively due to coverage for women, a likely outcome of the 1983 reforms where part-time workers (predominately female) were required to join pension plans if full-time workers were in a plan.

Table 1

Membership
***Manitoba Registered Pension Plans**

		1989/90		1988/90	
Membership	M	63,756	(54%)	63,881	(56%)
	F	55,928	(46%)	50,129	(44%)
Total		119,584		114,010	

Pension plans are registered in the province where a plurality of members reside. Through a reciprocal agreement, these provinces then administer the Manitoba Pension Benefits Act for plans with Manitoba members. Based on the most recent data, there are close to 2,000 pension plans in Canada with 206,000 Manitoba members.

Plan terminations were less in 89/90 than in 88/89 (22 vs 68). The reason given for 18 (82%) of these terminations was replacement by Registered Retirement Savings Plans (RRSP).

Table 2

Expenditures by Sub-Appropriation

2(h) Pension Commission	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		6.00	$231,000		
— Main Estimate Authority From General Salary Increase XXV			$6,000		
TOTAL SALARIES	$235,400	6.00	$237,000	($1,600)	
OTHER EXPENDITURES	$56,000		$58,800	($2,800)	
TOTAL EXPENDITURES	$291,400	6.00	$295,800	($4,400)	

Department of Labour

Grants

During 1989/90, a grant of $4,000 was provided to the Labour College of Canada in order to provide financial support to a student from Manitoba attending the residential course at the College in Ottawa. As well, a grant was provided to the Continuing Education Division of the University of Manitoba in support of the division's Three Year Certificate Course on Labour.

Table 1

Expenditures by Sub-Appropriation

2(j) Grants	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
Grants	$6,500	0.00	$6,500	$0.00	

Pay Equity Bureau

The Pay Equity Bureau was established in 1985 by The Pay Equity Act. The primary responsibilities of this branch are:

— to establish the principle of pay equity in Manitoba, the principle being that wages should reflect the value of the job, regardless of the gender of the worker; and

— to inform employers, employees and bargaining agents of the principles and practices of pay equity.

In order to carry out these responsibilities, the Pay Equity Bureau provides the following:

— technical assistance and information to employees, unions and other employee representatives, and employers, particularly with regard to job evaluation and the technical interpretation of data;

— upon request, conciliation and mediation services of matters related to pay equity implementation;

— educational material and training to organizations on all aspects of job evaluation, job analysis and the interpretation of salary data as related to pay equity implementation;

— information and educational services to a wide range of organizations, and to the public generally;

— monitors the progress of and evaluates the impact of the implementation of pay equity on public sector organizations; and

— resource materials, workshops and seminars.

For detailed information of the operations of the Pay Equity Bureau see Appendix F.

Table 1

Expenditures by Sub-Appropriation

2(k) Pay Equity Bureau	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		5.00	$223,600		
— Main Estimate Authority From General Salary Increase XXV			$6,000		
TOTAL SALARIES	$191,800	5.00	$229,600	($37,800)	1.
OTHER EXPENDITURES	$57,700		$101,500	($43,800)	2.
TOTAL EXPENDITURES	$249,500	5.00	$331,100	($81,600)	

1. Salary costs were lower than estimated due to the fact that the Executive Director's position was filled only on an acting basis for most of the fiscal year while the position of the individual who was "Acting" Executive Director remained vacant during this period.
2. The level of expenditures was significantly lower than budgeted due to the fact that the Executive Director's position was filled only on an acting basis during the fiscal year.

Labour Adjustment Unit

The overall objectives for the Labour Adjustment Unit are:

— to participate in interdepartmental and federal-provincial initiatives to deal with labour market adjustments;

— to assist in reemployment and retraining of workers affected by labour market adjustment and structural change; and

— to assist Manitoba industries to adapt to changing labour force conditions and skill requirements.

To meet these objectives, the Unit is responsible for the delivery of two programs: the Labour Adjustment Program and the Program for Older Worker Adjustment (POWA).

Labour Adjustment Program:

The primary objective of the Labour Adjustment Program is to assist Manitoba workers facing unemployment to become reemployed.

This Program works co-operatively with labour, business and other government programs providing consultative advice and financial assistance in labour adjustment situations. In most cases the cost of activities are shared with other federal or provincial programs and with the companies and/or unions affected. Specific labour adjustment situations assisted by the Program are layoffs, closures and threatened full or partial closures.

The establishment of a joint labour-management committee is recommended for all adjustment situations. Activities commonly undertaken by the joint committee may include:

— surveys of workers to determine current skills and services required;

— assistance with preparation for the job search;

— workshops on early retirement;

— special studies related to a company's specific labour adjustment problems;

— information on training opportunities and community services;

— financial assistance with retraining; and

— other activities depending on the situation.

In addition to delivery of the Program, staff are also involved in other on-going activities which include:

— participation in interdepartmental and federal-provincial initiatives to deal with labour market adjustment on behalf of the Department;

— development of programming options and preventative measures as required to deal with major adjustment situations; and

— assisting companies, unions and industry-wide associations with reemployment and retraining of workers affected by labour market adjustment and structural change.

This Program was part of the Department of Employment Services and Economic Security until May 1989. At that time, the Employment Adjustment Program was split between the Department of Labour and the Department of Education and Training. Responsibility for layoffs, closures and threatened layoffs was transferred to the Department of Labour as the Labour Adjustment Program. Responsibility for training needs related to changes in policy or standards, technological change and skill shortages was transferred to the Department of Education and Training as the Occupational Training Employment Program.

The following statistics and budget include both Departments. In 1989–90, the Labour Adjustment Program and the Occupational Training Employment Program assisted 51 companies and industry associations through provision of consultative services and/or financial assistance affecting 6,151 workers. In addition 1,276 workers were assisted with re-training. These Programs levered an additional 62.3% in federal and private sector dollars to match provincial expenditures.

Program for Older Worker Adjustment (POWA):

POWA is designed to help long-service older workers who have little prospect for reemployment following a major permanent layoff. The Program provides financial assistance to eligible older workers who are between the ages of 55 and 64 at the time of layoff.

The Canada-Manitoba POWA Agreement was signed December 23, 1989. Program costs are to be paid 70% by the federal government and 30% by the provincial goverment. POWA is unique in that eligibility of specific layoffs and of the individual workers are determined jointly by Canada and Manitoba and payment of benefits is then tendered out to insurance companies in the private sector.

POWA has a two-tier eligibility process. Layoffs are assessed on a case-by-case basis and, once approved, older workers are then considered for individual eligibility. In 1989–90, one layoff in Manitoba, at Canada Packers, was approved under POWA with a total of 95 older workers who were eligible for benefits.

Table 1

Expenditures by Sub-Appropriation

2(m) Labour Adjustment Unit	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		4.00	$177,200		
— Main Estimate Authority From General Salary Increase XXV			$5,000		
TOTAL SALARIES	$172,000	4.00	$182,200	($10,200)	
OTHER EXPENDITURES	$233,000		$35,100	$197,900	1.
— Grants	$425,800		$783,900	($358,100)	2.
— Program for Older					
— Worker Adjustment	$1,372,300		$0	$1,372,300	3.
TOTAL EXPENDITURES	$2,203,100	4.00	$1,001,200	$1,201,900	

Explanation Notes:

1. The 1989/90 actuals reflect additional expenditures related to the development of program and education/promotional materials as well as to equipment acquisition and to additional costs related to the development and administration of the Program for Older Worker Adjustment (POWA).
2. The Labour Adjustment Program was on hold for much of the 1988/89 fiscal year; consequently the requirements for the 1989/90 fiscal year were lower than anticipated.
3. The expenditure in 1989/90 under the Program for Older Worker Adjustment reflectes the payment related to the Canada Packers project. Funds were not included in the 1989/90 estimates for this program as the formal agreement between Manitoba and Canada for the implementation of the Program for Older Worker Adjustment was not signed until late in the fiscal year.

Workplace Safety and Health

The objectives of the **Workplace Safety and Health Division** are to eliminate worker exposure to safety and health hazards in Manitoba workplaces, to strengthen the ability of workplace participants to recognize and avoid risks, and to create positive attitudes toward occupational safety and health concerns.

These objectives are achieved through inspection of workplaces to ensure compliance with Manitoba laws, directing educational efforts to workers and employers, promoting consultation and cooperation within the workplace, and developing legislation to address and remedy unsafe and unhealthy conditions in Manitoba workplaces.

Workplace Safety and Health is responsible for administration of **The Workplace Safety and Health Act** and the 13 regulations thereunder.

The Division also provides technical and administrative support to the Advisory Council on Workplace Safety and Health.

The Division is divided into three Branches, the Field Operations Branch, the Support and Development Branch and the Mines Inspection Branch.

The Field Operations Branch analyses workplace accidents, responds to emergencies, carries out regular inspections and industrial hygiene assessments of workplaces, issues remedial orders and assists in training labour and managmenet in safety and health matters.

The activities of this Branch which were projected on May 3, 1989 for the year 1989-90 included the following:

7,700	inspections
425	industrial hygiene surveys
6,000	improvement orders
250	stop-work orders and warnings

Other projected activities were:

1,000	complaint investigations
275	accident investigations
5	fatality investigations

The Support and Development Branch provides co-ordinated services required for the Field Operations Branch's programming and develops and delivers educational programming and information support to clients.

The activities of this Branch which were projected on May 3, 1989 for the year 1989-90 included the following:

45	Bulletins revised
20	Bulletins developed
175	Education sessions
1,200	Audio-visual loans
6,500	Clients reached by training sessions
66,000	Documents distributed

The Mines Inspection Branch conducts inspections of mining, quarries and oil field operations in the province to ensure the legislation is complied with the highest possible standard of safety and health for workers is provided.

For detailed information on the operations of the Workplace Safety and Health Divisions see Appendix G.

Table 1

Expenditures by Sub-Appropriation

3(a) Workplace Safety and Health	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		71	$2,713,900		
— Main Estimate Authority From General Salary Increase XXV			$0		
TOTAL SALARIES	$2,569,700	71	$2,713,900	($144,200)	1.
OTHER EXPENDITURES	$772,500		$710,100	$62,400	2.
TOTAL EXPENDITURES	$3,342,200	71	$3,424,000	($81,800)	

Explanation Notes:

1. Salary costs were less than budgeted due to a number of staff vacancies during the year including the position of Executive Director which was filled on an acting basis for more than half of the fiscal year until it was filled on a permanent basis in November 1989.
2. The increase in 1898/90 reflects increased expenditures for transportation and communications, printing education materials and training as well as computer equipment acquisition.

Worker Advisor Office

The Worker Advisor Office, in operation since September, 1982, assists and represents injured workers or their dependents with their Workers Compensation Board appeals. The Worker Advisor Office is headquartered in Winnipeg, with regional offices in Brandon and The Pas.

The Worker Advisor Office's main function is to ensure that workers receive benefits to which they are legally entitled under the Workers Compensation Act. The office also promotes understanding of the Workers Compensation system and the appeal process.

During 1989–90 the Worker Advisor Office handled 1,176 files, closing 760. The staff made 243 representations to the Review Office on behalf of injured workers and 123 representations before the Commissioners' Appeal Panel. The Worker Advisor Office representations made up 23.3% of all Appeals handled by the Review Office and 46.4% of all Hearings before the Appeal Panel for the year 1989–90.

The Worker Advisor Office provided training seminars on Workers Compensation benefits and Appeal systems reaching 180 union members.

During the 1989–90 year, a six month term position for one Intake Officer was created in Winnipeg. Delays in the Appeals system developed due to the restructuring of the Workers Compensation Board's system. The Intake Officer's position assisted in the processing of these Appeals.

Table 1

Expenditures by Sub-Appropriation

3(b) Worker Advisor Office	Actual 1989/90 $	Estimate 1989/90 SY	Estimate 1989/90 $	Variance Over(Under)	Expl. No.
SALARIES					
— Main Estimate		9.44	$357,900		
— Main Estimate Authority From General Salary Increase XXV			$0		
TOTAL SALARIES	$368,200	9.44	$357,900	$10,300	
OTHER EXPENDITURES	$80,900		$51,500	$29,400	1.
TOTAL EXPENDITURES	$449,100	9.44	$409,400	$39,700	

Explanation Notes:

1. The additional expenditures in 1989/90 reflect the increased emphasis placed on reducing the case backlog which resulted in increased costs for travel, telecommunications and, particularly, client medical reports.

Department of Labour

Expenditure Summary

for the fiscal year ended March 31, 1990 with comparative figures for the previous year

Estimate 1989/90	Appropriation	Actual 1989/90	Actual 1988/89	Increase (Decrease)	Explanation Number
	11-1 ADMINISTRATION AND FINANCE				
$20,600	a) Minister's Salary	$20,500	$11,500	$9,000	
	b) Executive Support				
$89,600	1. Salaries	$397,400	$393,500	$3,900	
$101,100	2. Other Expenditures	$100,900	$101,600	(700)	
	c) Research and Planning				
$401,500	1. Salaries	$407,300	$355,000	$52,200	
$59,400	2. Other Expenditures	$59,000	$58,200	$800	
	d) Financial Services				
$523,600	1. Salaries	$529,900	$496,400	$33,400	
$43,800	2. Other Expenditures	$43,800	$44,700	($900)	
$1,539,600	Total 11-1	$1,558,700	$1,460,900	$97,700	
	11-2 LABOUR				
	a) Division Administration				
$223,500	1. Salaries	$239,700	$177,700	$62,080	
$15,200	2. Other Expenditures	$22,100	$16,600	$5,500	
	b) Mechanical & Engineering				
$1,350,300	1. Salaries	$1,418,100	$1,495,600	($77,500)	
$289,300	2. Other Expenditures	$388,400	$297,700	$90,700	1.
	c) Fire Prevention				
$1,465,500	1. Salaries	$1,461,900	$1,296,600	$165,200	
$589,400	2. Other Expenditures	$768,200	$491,200	$277,000	2.
	3. Engineering &Technical Services				
$394,700	a. Salaries	$398,900	$400,000	($1,100)	
$41,100	b. Other Expenditures	$40,400	$43,600	($3,200)	
	d) Employment Standards				
$1,292,300	1. Salaries	$1,328,200	$1,230,000	$98,200	
$139,800	2. Other Expenditures	$142,500	$139,400	$3,100	
$320,000	3. Payment of Wages Fund	$394,700	$339,100	$55,600	
	e) Manitoba Labour Board				
$441,000	1. Salaries	$436,500	$417,500	$19,000	
$219,100	2. Other Expenditures	$217,400	$210,400	$7,000	
	f) Conciliation & Mediation Services				
$347,600	1. Salaries	$331,600	$347,600	($15,900)	
$47,100	2. Other Expenditures	$54,900	$57,800	($2,900)	
	g) Apprenticeship & Training				
$888,600	1. Salaries	$906,300	$821,700	$84,600	
$128,700	2. Other Expenditures	$214,000	$178,700	$35,300	
	h) Pension Commission				
$231,000	1. Salaries	$235,400	$194,300	$41,100	
$58,800	2. Other Expenditures	$56,000	$32,300	$23,700	3.
$6,500	j) Grants	$6,500	$6,500	$0	
	k) Pay Equity Bureau				
$223,600	1. Salaries	$191,800	$218,100	($26,300)	
$101,500	2. Other Expenditures	$57,700	$95,100	($37,393)	4.
	l) Labour Adjustment Unit				
$177,200	1. Salaries	$172,000	$170,100	$1,900	
$819,000	2. Other Expenditures	$658,804	$472,300	$186,500	5.
$0	3. Older Worker Adjustment	$1,372,300	$0	$1,372,300	6.
$9,810,800	Total 11-2	$11,514,300	$9,149,800	$2,364,500	

Estimate 1989/90	Appropriation	Actual 1989/90	Actual 1988/89	Increase (Decrease)	Explanation Number
	11-3 WORKPLACE AND WORKER SERVICES				
	a) Workplace Safety & Health				
$2,713,900	1. Salaries	$2,569,700	$2,584,000	($14,323)	
$710,100	2. Other Expenditures	$772,500	$705,400	$67,000	
	b) Worker Advisor Office				
$357,900	1. Salaries	$368,200	$360,900	$7,300	
$51,500	2. Other Expenditures	$80,900	$50,900	$30,000	7.
$3,833,400	Total 11-3	$3,791,300	$3,701,300	$90,000	
$15,183,800	TOTAL EXPENDITURES	$16,864,300	$14,311,900	$2,552,200	

Explanation Number:

1. Early in 1989/90, the Mechanical & Engineering Branch moved the Welder Testing Centre to a new location and additional costs were incurred for equipment for the new facility. As well, the branch paid the fees for Consultants who undertook a review of the department. Additional costs were also incurred to acquire code books from A.S.M.E.
2. Additional funding was approved during the fiscal year for a new Fires Prevention initiative particularly related to public education.
3. The Superintendent of Pensions position was vacant for most of 1988/89 but for only a part of 1989/90. Therefore the level of expenditures during 1988/89 was lower than at normal operating levels.
4. The Pay Equity Bureau operated for most of 1989/90 with an acting Executive Director and a staff vacancy; consequently expenditures were lower than anticipated.
5. Expenditures of the Labour Adjustment Program were lower in 1988/89 because the program had been put on hold, with few new commitments being made. In addition to the program becoming more active in 1989/90, additional expenditures were incurred on the development and production of educational and program promotional materials. As well, computer equipment was acquired to assist the staff in program delivery and administration.
6. During 1989/90, formal agreement was reached,between the federal and Manitoba governments, on the introduction on the introduction of the Program for Older Worker Adjustment. The 1989/90 expenditures relate to the Canada Packers P.O.W.A. project.
7. The additional expenditures incurred in 1989/90 reflect the increased emphasis placed on reducing the case backlog in the Worker Advisor Office. This resulted in increased costs for travel, telephones, and particularly for client medical reports.

Department of Labour

Revenue Summary by Source

for the fiscal year ended March 31, 1990 with comparative figures for the previous year

Actual 1988-89	Actual 1989-90	Increase (Decrease)		1989-90 Actual	1989-90 Estimate	Variance	Expl. Number
			Current Operating Programs				
			Other Revenue:				
$1,987,300	$1,721,000	($266,300)	(a) Permits & Licences	$1,721,000	$1,474,000	$247,000	1.
$5,490,600	$5,730,500	$239,900	(b) Sundry	$5,730,500	$5,914,200	($183,700)	2.
$7,477,900	$7,451,500	($26,400)	Total	$7,451,500	$7,388,200	$63,300	
			Government of Canada:				
$120,900	$135,300	$14,400	(a) Labour	$135,300	$133,500	$1,800	
$120,900	$135,300	$14,400	Total	$135,300	$133,500	$1,800	
$7,598,800	$7,586,800	($12,000)	Total Revenue	$7,586,800	$7,521,700	$65,100	

Explanatory Comments Regarding Revenue Increases (Decreases) and Variances:

1. a.) Revenues decreased from 1988/89 to 1989/90 mainly due to the fact that Electricians' licences which are issued every 4 years were renewed during 1988/89 resulting in higher revenues that fiscal year.

   b.) Compared to estimated revenues, the actual revenues in 1989/90 were higher, largely due to increased revenues from the larger number of inspections of boilers, pressure vessels, and refrigeration units undertaken. As well, a number of fee increases contributed to the increase in total revenues.

2. a.) Revenues increased from 1988/89 to 1989/90 due to increased recoveries from the Fires Prevention Fund (reflecting increased expenditures of the Fire Commissioner's Office).

   b.) Compared to estimated revenues, the actual revenues in 1989/90 were lower , largely due to lower than projected recoveries from the Workers Compensation Board reflecting lower than estimated expenditures of the Workplace Safety and Health Division.

Department of Labour

Five Year Expenditure and Staffing Summary by Appropriation ($000)

for years ending March 31, 1986 – March 31, 1990

Appropriation	Actual/Adjusted Expenditures 1985-86 SY	$	1986-87 SY	$	1987-88 SY	$	1988-89 SY	$	1989-90 SY	$
11-1 Administration and Finance	39.16	1,407.0	39.16	1,394.2	38.16	1,449.9	35.16	1,460.9	37.42	1,558.7
11-2 Labour	188.21	7,705.1	191.50	7,968.8	194.32	8,492.9	193.06	9,149.8	193.26	11,514.2
11-3 Workplace and Worker Services	—	—	—	—	—	—	87.14	3,701.2	81.18	3,791.3
11-4 Expenditures related to Capital	—	40.9	—	40.4	—	—	—	—	—	—
Total	227.37	9,153.0	231.14	9,403.4	232.48	9,942.8	315.36	14,311.9	312.34	16,864.2

Notes:

1. Prior to April 1, 1989, the Workplace and Worker Services programs were included within the Department of Environment and Workplace Safety and Health.
2. After 1986/87, the funds for Expenditures Related to Capital were incorporated into the Labour Division appropriation as part of current operating

Appendices

Appendix A

The Mechanical & Engineering Branch administers six separate Acts and their associated Regulations namely:

The Amusement Act (Part II) and Regulations
The Electricians' Licences Act and Regulations
The Elevator Act and Regulations
The Gas and Oil Burner Act and Regulation
The Power Engineers' Act and Regulation
The Steam and Pressure Plants Act and Regulation

The Administration Section of the Branch provides technical assistance as well as organizing and coordinating the workload. The development of staff, budget, preparation and purchasing are also functions of the administration section.

Administration consists of the Director, Administrative Officer, 2 Supervisors, 3 Administrative Secretaries, 5 Clerks, 1 Receptionist, Technical Development Officer, Chief, Engineering and Technical Services.

Inspections Under The Steam and Pressure Plants Act and Regulations and Power Engineers Act and Regulations
(See Tables 1,2,3)

Each boiler and refrigeration plant is inspected annually and the condition reported to the owner.

Pressure Vessels are inspected biennially. The licences of the operators are checked to make sure they are current and of the correct class.

Pressure Vessels and nuclear components are inspected in the shops to ensure conformance with the applicable codes.

Inspections – under The Elevator Act and Regulations (See Table 4)

This program includes inspection of existing elevators, and design approval and installation inspection of all new elevators and elevating devices.

All elevator companies are aware of our safety inspections program. Their maintenance is thus monitored and the level kept up, irrespective of the maintenance contract of the private parties concerned. The program is therefore accident preventive in nature. If not for this inspection the machinery would be looked at only after breakdown or accident.

Inspections under The Gas and Oil Burner Act and Regulations (See Tables 5,6,7,8)

This program carries out inspection and approval of gas and oil fired equipment that are not ULC or CGA certified and labelled for use. It also includes issuing of permits for gas and oil burning equipment installations, as well as those of bulk propane and anhydrous ammonia facilities.

Inspections – under The Electricians' Licence Act and Regulation (See Tables 9, 10)

The major responsibilities of this inspection program includes the inspection and labelling of electrical equipment that are not certified by Canadian Standards Association; and monitoring of electricians doing electrical work to ensure that public safety standards are maintained all the time.

Licencing of Tradespersons under The Power Engineers Act, The Gas and Oil Burner Act, The Electricians' Licence Act, and their associated Regulations. (See Tables 11, 12, 13)

The examiner administers examinations for licences under the various Acts. He sets some exams and is on the curriculum committee for Power Engineers' Licences.

The examiner must also work closely with the Community Colleges and Apprenticeship Branch.

The licences issued to Power Engineers and other tradespersons are an indication that the people carrying them are qualified to do the type of work described on the licence.

Inspections of amusement rides under The Amusement Act and Regulation. (See Table 14)

These inspections ensure that carnival rides in the province are set up and maintained properly.

Table 1

Number of Inspections Made and Certificates Issued Under the Steam and Pressure Plants Act

April 1, 1989 – March 31,1990

	Number of Inspections				
Type of Equipment	Existing (1) Installations	New (2) Installations	Shop (3) Inspections	Total	Number of(4) Certificates Issued
Boilers	6,492	320	3	6,815	6,064
Unfired Pressure Vessels	8,952	393	381	9,726	2,248
Refrigeration Plants	465	26	—	491	472
Nuclear Equipment	—	—	16	16	—
Medical Gas	—	4	—	4	—
Total	15,909	739	384	17,052	8,784

(1) This includes inspections of anhydrous ammonia portable vessels, stationary vessels, plant equipment and truck equipment.

(2) This includes inspections of anhydrous ammonia portable vessels, stationary vessels, plant equipment and truck equipment.

(3) These inspections were on the premises of the manufacturers at the time of fabrication. The includes inspections of prefabricated pressure piping.

(4) Certificates are issued each year in respect of all boilers and refrigeration plants and once every two years in respect of unfired pressure vessels. More than one inspection may not coincide with the number of certificates issued.

Table 2

Welders Tested and Licences Issued Under the Steam and Pressure Plants Act

April 1, 1989 – March 31,1990

Number of Applicants	679
Number Passing	555
Number Failing	124
Number of Licences Issued	555
Unrestricted Licence (1)	361
Company Licence (2)	194

(1) Entitles holder to perform work on boilers and pressure vessels throughout Manitoba.

(2) Valid only for work performed on boiler and pressure vessels in the Plant concerned.

Table 3

Number of Designs Examined and Registered Under the Steam and Pressure Plants Act (1)

April 1, 1989 – March 31,1990

Unfired Pressure Vessels	248
Propane or Ammonia Vessels	8
Nuclear Vessels	—
Boilers	53
Heat Exchangers	26
Welding Procedures	44
Valves and Fittings	46
Medical Gas Piping	28
Anhydrous Ammonia Facilities	4
Refrigeration Plants	34
Revisions to Registered Designs	9
Elevators	114
Propane Facilities	56
Miscellaneous	6
TOTAL	681

(1) An Affidavit of Manufacturer is required for every Boiler and Pressure Vessel installed in Manitoba. In the time period under review, 1,173 such affidavits were processed.

Table 4

Permits Issued, Inspections Made and Elevator Plans Surveyed Under the Elevator Act

April 1, 1989 – March 31,1990

Type of Elevator	Permits Issued	Number of Inspections	Number of New Elevators Approved For Service
Passenger Elevators	990	643	74
Freight Elevators	392	312	6
Escalators	77	66	—
Dumbwaiters	98	45	7
Hand Powered Elevators	5	1	1
Man Lifts	18	1	—
Manhoists	—	—	—
Ski Lifts	36	41	—
Handi-cap Elevators	—	9	3
TOTAL	1,616	1,118	91

Table 5

Inspections Under the Gas and Oil Burner Act

April 1, 1989 – March 31,1990

Type of Installation	Number of Inspections
Domestic Gas Appliances	540
Commercial and Industrial Gas Equipment	2,358
Domestic Oil Appliances	32
Commercial and Industrial Oil Equipment	38
Propane Equipment	1,287
Propane Storage and Filling Plants	542
Construction Heaters	529
Chimneys, Flues and Vents	105
Fire and Explosion Investigations	39
TOTAL	5,470

Table 6

Survey of Plans for Gas and Oil Installations Under the Gas and Oil Burner Act

April 1, 1989 – March 31,1990

Type of Equipment	Number of Plans		
	Received	Approved	Rejected
Gas Equipment	1,498	1,381	103
Oil Equipment	7	7	—
TOTAL	1,505	1,388	103

Table 7

Issue of Permits to Install Gas and Oil-Fired Equipment Under the Gas and Oil Burner Act

April 1, 1989 – March 31,1990

Type of Installation	Number of Permits Issued
Domestic Gas Appliances	21,015
Commercial and Industrial Gas Equipment	2,173
Domestic Oil Appliances	2
Commercial and Industrial Oil Equipment	22
TOTAL	23,212

Table 8

Inspections of Non-Approved Gas and Oil-Fired Equipment Under the Gas and Oil Burner Act (1)

April 1, 1989 – March 31,1990

Type of Equipment	Number of Inspections
Gas-Fired Equipment	920
Oil-Fired Equipment	11
Chimneys	—
TOTAL	931

(1) Equipment which is inspected and approved is labelled.

Table 9

Number of Inspections of Electrical Installations Under the Electricians' Licence Act

April 1, 1989 – March 31,1990

Type of Inspection	Number of Inspections
Electrical Installations in Buildings	—
Conductivity Tests of Hospital Operating Room Floors	—
Fire and Explosion Investigations	39
TOTAL	39

Table 10

Inspection of Non C.S.A. Approved Electrical Equipment Under the Electricians' Licence Act

April 1, 1989 – March 31,1990

Items inspected and Labelled	6,309
Items Rejected	371
TOTAL	6,680

Table 11

Number of Certificates Issued Under the Power Engineers Act

April 1, 1989 – March 31,1990

Class of Certificate	Number of Examinations Conducted	Number Of Certificates Issued Including Renewals
1st Class	63	127
2nd Class	187	337
3rd Class	304	671
4th Class	248	917
5th Class	281	1,966
Steam Traction Engine Class	15	67
Refrigeration	60	357
TOTAL	1,158	4,442

Table 12

Licences Issued to Gas Fitters and Oil Burner Installers Under the Gas and Oil Burner Act

April 1, 1989 – March 31,1990

Class of Licence	Number of Examinations Conducted	Number Of Certificates Issued Including Renewals
Oil Burner Installers	8	269
Domestic Gas Fitters	49	1,168
Commercial and Industrial Gas Fitters	29	207
L. P. Gas Fitters	9	19
Special Gas Fitters	4	73
Utility Gas Fitters	—	172
TOTAL	99	1,928

Table 13

Number of Licences Issued Under the Electricians' Licence Act

April 1, 1989 – March 31,1990

Class of Certificate	Number of Examinations Conducted	Number Of Certificates Issued Including Renewals (1)
Journey Electrician	8	372
Journeyman Power Electrician	—	39
Limited Construction Electrician	7	14
Limited Maintenance Electrician	9	11
Limited Appliance Repair Electrician	5	9
Limited Specialized Trade Electrician	67	113
Electronic Serviceman (Radio)	—	—
Electronic Serviceman (Radio and T.V.)	36	24
TOTAL	132	582

(1) Includes Journeyman Licences to apprentices who completed their apprenticeship. Electricians' Licence are issued on a four year basis. The next general renewal time for these licences will be in 1992.

Table 14

Inspections of Amusement Rides and Booths (1)

April 1, 1989 – March 31,1990

Total Number of Inspections	336
Orders Issued for Remedial Action	354
Electrical Hazards	135
Mechanical Hazards	219
Number of Rides Condemned	—

(1) Inspections and re-inspections, where necessary, were made of amusement rides and booths operated during the year by 13 shows at 25 locations in the Province.

Appendix B

1989 Fire Loss Statistics

Twenty-two persons died and 256 were injured as a result of 5,762 fires in 1989, causing a total dollar loss of $55,647,672.

Chart 1 depicts a decrease of 1,267 fires or 18 percent under the 7,029 incidents reported in 1988. Outdoor property fires decreased by 960 or 32 percent from last year.

The amount of property damage also declined as indicated in Chart 2. This represents a decrease of $5.5 million or 9 percent from the previous year.

Twelve men, three women and seven children lost their lives in 20 fires. Eighteen of the 22 fatalities occurred in residential occupancies.

There were 11 fires which exceeded $500,000 in property damage. Although they account for less than .19 percent of all fires, they were responsible for approximately $10.1 million loss or 19 percent of the province's annual dollar loss. Four of these fires were a result of arson or suspected arson and caused a $4.8 million loss.

One and two family dwellings accounted for 1,396 fires representing 24 percent of all fires in the province resulting in a loss of $19.4 million. A further 377 or 7 percent of fires were in apartment buildings with a loss of $3.3 million. These two residential categories accounted for 16 deaths, 167 injuries, 31 percent of all fires and 41 percent of the total dollar loss in Manitoba.

Wildland Fires

As a result of the wildland and forest fire situation in Northern Manitoba during the spring and summer of 1989, all fire suppression apparatus operated by the Branch was committed to the protection of northern communities. Staff put in a total of 1,632 hours assisting in planning strategies, evacuations, command and control of apparatus, as well as operating an evacuations center at the Manitoba Fire College in Brandon. Subsequent to the emergency response, meetings were conducted with the Department of Natural Resources and EMO to identify problems and develop plans to meet future emergencies.

Fire Investigations

Section 36(1) of The Fires Prevention Act places responsibility on the Office of the Fire Commissioner to conduct investigations into the origin and cause of fires. These investigations involve fires with serious injuries, fatalities, major losses, suspicious or arson fires and other incidents where the origin and cause are in doubt. Investigations are usually commenced on the request of the fire department, insurance adjusters, law enforcement or government agencies.

During 1989–1990, the branch investigated 366 fires. Police were involved in an additional 431 to bring the total to 797 fire investigations. There were 323 investigations within the City of Winnipeg, 56 in other urban centers and 418 in rural Manitoba. The conclusions of these investigations are listed in Table 1.

Five Fire Origin and Cause Awareness Seminars were held and attended by 122 members of the police and fire service throughout the province. These seminars are designed to assist these individuals to recognize when and where a more thorough investigation is required. Investigation staff also delivered three Fire Cause Determination Level I courses to 50 successful candidates. This course is designed to present a standard program in fire scene examination and investigation.

Table 1

Causes of Fires Investigated

April 1, 1989 to March 31, 1990

Accidental	366	46%
Incendiary, vandalism or undetermined suspicious	231	29%
Undetermined but believed accidental	185	23%
Still under investigation	15	2%
TOTAL	797	100%

It was estimated that approximately 400 fire incidents would require investigations by staff during 1989–90. This reduction in part resulted from an overall decrease of 9 percent in the total number of structural fires reported. The amended policy with respect to fire investigation operations also played a role in this reduction in that a more selective approach to the types of incidents investigated was taken.

Fire and Emergency Services Training

The Manitoba Fire College is responsible for the development and delivery of all certified training programs offered in fire suppression methods, fire prevention practices and non fire related emergency response service provided by fire departments in the province.

In continuing to meet the demands, the Field Services and College personnel delivered 120 training sessions for 1,998 participants from the fire service, personnel working in care institutions and government staff as well as members of the general public.

Field Services staff provide additional service to local communities including fire apparatus specifications, fire protection surveys, assistance at major fires and dangerous goods incidents.

The program for remote northern communities involves inspections, lectures and presentations to schools and residents with particular attention to achieve fire prevention by identifying hazardous conditions which may exist. During 1989–1990 a total of 103 dwelling and 17 out buildings were inspected in the north, which resulted in an enhanced public awareness of potential fire hazards in single family dwellings.

It was projected that Field Services and Fire College personnel would train approximately 4,200 persons in programs for the fire service and others concerned with fire protection/prevention practices. 2,160 were trained. A major interruption in the training program resulted when extensive staff resources were applied to the Wildland Fire Emergency. 1,632 hours were applied to that purpose. Training activites were also temporarily interrupted in order to produce a Training Needs Map.

The competence of the emergency response service is of paramount importance in protecting the safety and well being of Manitobans. The specific training needs of each fire department and Mutual Aid District are in the process of being completed. The current skills status of each fire department will be identified in order that resources and programs will be directed at the activities that will be of greatest benefit to each community. The resources of adjacent departments in each Mutual Aid District will also be taken into consideration to ensure the best mix of fire department capabilities are developed in each district.

Manitoba Emergency Services Conference

The Office of the Fire Commissioner and the Manitoba Association of Fire Chiefs held their fourth annual Manitoba Emergency Services Conference in Brandon. The Manitoba Conference attracted 450 participants and has doubled in size over the past two years, making it the largest emergency service conference in Canada. The theme was "Planning for the '90s: Protection, Prevention, Public Education". In order to meet the emerging trends of co-ordination and interaction in emergency services today, the educational program offered 21 seminars, 10 workshops, demonstrations and manufacturers displays introducing the latest that modern technology has to offer in emergency response equipment.

Fire Prevention & Public Education

During 1989 – 1990, this section conducted 453 inspections in public buildings for compliance of the fire safety requirements of the Manitoba Fire Code. Under the municipal Fire Prevention Program, local authorities conducted an additional 811 inspections within their communities. Remedial orders are issued where hazardous conditions are found. Consultations are held with clients to consider alternate measures that ensure an acceptable degree of life safety is achieved.

Approximately 800 inspections of public high risk buildings were projected for 1989–90. 62 building inspections were carried out. As the office proceeds into the '90s, the role of the fire service is changing from one of suppression to one of prevention. Staff are meeting the challenge to increase public awareness through fire safety education programs and have committed their time and resources at developing this initiative.

The office has developed a training package,"Nero and Ashcan", to be presented to pre-school children. This package has been designed and developed to be user friendly which means that a fire chief or his delegate and other interested parties may study this lesson plan and be capable of presenting it to these children.

In addition, this office is providing information to fire chiefs on seasonal messages which will provide the general public with timely tips on a wide range of home fire safety issues. The frequency of these seasonal messages will be approximately once a month.

Proposed topics will include:

— Furnace Chimney Safety
— Smoke Alarms
— Safe Spring Clean-Up at Home and at Dumpsites
— Gas and Charcoal Barbeques
— Matches/Lighter Safety
— Fireworks Display
— Open Fires, Campfires
— Home Escape Routes Planning
— Fire Prevention Week
— Burning Leaves/Stubble
— Halloween Safety
— Christmas Safety
— Fireplaces, Woodburning Appliances
— Auxiliary Heating Appliances
— Electrical Safety in the Home

A fact sheet has been designed which will be used to provide the public with updated fire safety facts. We are currently in the process of producing our newsletter and the office is encouraging target groups to submit articles that may be of interest to the public.

Boards and Committees

The Fire Advisory Committee and Building Standards Board have completed a study for the 1990 Manitoba Fire, Building and Plumbing Codes. The standards for the Manitoba Codes are based on the National Codes with amendments to reflect local conditions throughout the Province.

Amendments to the 1990 Manitoba Fire Code will include requirements for certifying portable fire extinguishers service agencies and requirements for the safe operation, inspection and record keeping for heating systems and chimneys. The 1990 Manitoba Building Code will cover requirements to restrict the infiltration of soil gas (radon) in new residential construction. Alternative requirements for the rehabilitation of existing buildings are also recommended for inclusion in this code. On the recommendation of the Building Standards Board, the 1987 Manitoba Plumbing Code was amended in April of 1989 by Manitoba Regulation 14/89 to limit solders and fluxes used in the plumbing of potable water systems to a lead content of no more than 0.2%.

The Automatic Sprinklering System Task Group, established by the Fire Advisory Committee and Building Standards Board has proposed changes to the automatic sprinkler requirements contained in the Building Code. The Fire Alarm Monitoring Task Group is reviewing the existing regulations and problems within their industry.

Both the Board and Committee are currently addressing concerns with regards to existing fire suppression capabilities in the province including how they relate to the Manitoba Building and Fire Codes.

Appendix C

The Employment Standards Branch administers the regulations pertaining to these provincial laws:

— The Employment Standards Act

— The Vacations with Pay Act

— The Payment of Wages Act

— The Construction Industry Wages Act

— The Minimum Wage Regulations

— The Remembrance Day Act

— The Retail Businesses Holiday Closing Act

During the fiscal year 1989/90, the branch received 80,192 telephone enquiries and 6,784 visits by persons filing complaints or requesting information. A total of 4,145 complaints were filed. Total wage adjustments during this period amounted to $872,185.62.

There are a number of avenues available to the branch for recovery of unpaid wages. During this period, the branch issued 499 Payment of Wages Orders against corporations, 496 Directors' Orders against directors and/or officers of corporations, and 108 Third Party Demands to recover outstanding wages.

The branch received 237 complaints under The Construction Industry Wages Act, or 5.7% of all claims filed. Of these complaints, 106 pertained to wages, 63 to vacation pay, and 21 related to general holiday pay. Complaints in the Heavy Construction area numbered 47.

Employment Standards' educational program involves Employment Standards officers attending workplaces, educational institutions and employment centres, delivering lectures on labour standards legislation. During the fiscal year, 100 lectures were delivered, with approximately 1,800 individuals attending.

Inspections

Employment Standards officers visit workplaces in response to claims or calls received by the branch. In 1989/90, staff made 14,524 of these investigations in response to calls and claims, as well as another 604 routine inspections.

The Payment of Wages Fund

The Employment Standards Branch administers the Payment of Wages Fund established to protect wages owed to employees as a result of bankruptcies, receiverships and closures. Employees under provincial jurisdiction are covered up to a maximum of $1,200 in any calendar year.

Upon receipt of a complaint for unpaid wages, the Employment Standards Branch attempts to collect from the employer on the employee's behalf. The branch issues a Payment of Wages Order, and can follow up with legal action if required. If recovery cannot be made within a reasonable period of time, the Fund is used to ensure payment to employees as quickly as possible.

During 1989/90, more than $629,075.00 was paid to 919 employees of 175 different companies from the Payment of Wages Fund. Recoveries on monies paid out of the Fund during the same period totalled $92,722.00.

The fiscal expenditure for the Payment of Wages Fund is difficult to project as it fluctuates with economic conditions. During this period, Special Warrant funding was necessary to pay employees of several large corporations, the major one being $218,669.01 paid to 224 employees of LynnGold Resources Inc. of Lynn Lake.

Appendix D

During the reporting year, April 1, 1989, to March 31, 1990, there were six (6) work stoppages involving two hundred and fifteen (215) bargaining unit workers, which accounted for two thousand seven hundred and forty-nine (2749) lost working days. The number of work stoppages were down from eleven (11) last year to six (6) this year. However, the number of lost working days also decreased from fifty four thousand one hundred seventy eight (54,178) last year, to two thousand seven hundred and forty-nine (2,749) this year.

Approximately four hundred five (405) bargaining units, party to a collective agreement, came up for negotiations in the reporting year. Work stoppage reflects less than 2.0 percent of these units that were involved in adverse action over the period.

Provincial conciliation officers were active in two hundred and two (202) assignments which included one hundred seventy nine (179) bargaining units and seventeen thousand four hundred seventy four (17,474) organized employees. Of this total, two hundred and one (201) assignments came under the Labour Relations Act and one (1) under the Public Schools Act. Nine assignments were referred to the Manitoba Labour Board under first contract legislation. Three of which were resolved in post conciliation prior to Board hearings.

There were two hundred seventy-nine (279) grievance mediation cases during the reporting year, one hundred sixty eight (168) of which were expedited with a strict time frame for disposition, and one hundred and eleven (111) cases which were of a joint and voluntary request with a more flexible time frame. It may be noted two hundred thirty four (234) of the total cases were resolved prior to arbitration.

The introduction of grievance mediation/arbitration in 1985, has enhanced and broadened the work of the Branch over the period. Conciliation and Mediation Services continue to seek every avenue to improve and promote good relations between labour and management.

Statistics Relating to Conciliation and Mediation Services Under the Labour Relations Act

April 1, 1989 to March 31, 1990

Assignments carried over from previous year	79
Assignments received during the reporting year (1)	122
Total assignments in process during reporting year	201
Assignments disposed of during the reporting year	
(a) Settled in conciliation without work stoppage	140
(b) Settled following work stoppage (2)	6
(c) Conciliation suspended	0
(d) Referred to M.L.B. for first collective agreement (3)	9
Assignments being processed at end of reporting year	46
Percentage of assignments finalized without work stoppages	96.0%
Total number of employees involved	17,474

NOTE:

1. Due to central table bargaining which reflects 122 requests for conciliation, there were 132 bargaining units in conciliation, a number of which required individual attention.
2. There were 4 strikes, and 2 lockouts and no strikes carried over into the next reporting year.
3. Six awards made by M.L.B., three post conciliation settlements.

Statistics Relating to Conciliation Services Under the Public Schools Act

April 1, 1989 to March 31, 1990

Assignments carried over from previous year	1
Assignments received during the reporting year	0
Total assignments being processed during reporting year	1
Assignments disposed of during reporting year:	
(a) Settled in conciliation	1
(b) Referred to arbitration	0
(c) Assignment being processed at end of reporting year	0
Percentage of assignments settled prior to compulsory arbitration	100%
Number of teachers affected	25

Number of Work Stoppages, Workers Involved and Working Days Lost by Industry

April 1, 1989 to March 31, 1990

Industry	Number of Work Stoppages	Estimated Number Workers Involved	Estimated Number of Working Days Lost
Service	4	123	2,239
Trade	1	14	42
Construction	1	78	468
TOTAL	6	215	2,749

Number of Work Stoppages, Workers Involved and Work Days Lost by Year

April 1, 1989 to March 31, 1990

Industry	Number of Work Stoppages	Estimated Number Workers Involved	Estimated Number of Working Days Lost
1981–82	31	5,142	172,505
1982–83	9	544	23,257
1983–84	4	245	2,567
1984–85	11	1,982	62,859
1985–86	21	1,736	32,624
1986–87	14	1,329	22,388
1987–88	9	2,761	75,910
1988–89	11	1,352	54,178
1989–90	6	215	2,749

Grievance Mediation

April 1, 1989 to March 31, 1990

Under Section 130(8) (Expedited):	
Total cases assigned	168
Cases settled by Grievance Mediator	126
Cases not settled by Grievance Mediator	34
Proceeded directly to Arbitration	5
Awaiting Mediation	0
% Settlement Achieved	75.0%
Grievance Pertained Principally to:	
Dismissal	21
Suspension	19
Reprimand	15
Harassment	5
Job Classifications	14
Seniority	5
Wages	34
Hours of Work	11
Vacation	5
Leaves of Absence	2
Lay-off	3
Work Assignment	6
Use of Non-Union Personnel	7
Job Posting	9
Work Environment	1
Constract Interpretation	5
Duty Fair Representation	2
Benefits	1
Sick	3
Under Section 129(1) (Joint):	
Total cases assigned	111
Cases settled by Grievance Mediator	109
Cases Not Settled	0
Awaiting Mediation	2
% Settlement Achieved	98.2%
Grievance Pertained Principally to:	
Suspension	4
Job Classifications	1
Wages	3
Hours of Work	100
Use of Non-Union Personnel	1
Job Posting	1
Contract Interpretation (General)	1

Appendix E

1987 – 1990 Statistical Comparison Summary

Description of Output	Apr. 1 – Mar.31 1987–88	Apr. 1 – Mar.31 1988–89	Apr. 1 – Mar.31 1989–90
1. Apprenticeship Registrations	808	884	916
2. Apprenticeship Completions	472	527	508
3. Apprenticeship Cancellations	456	456	511
4. Active at Year End	3,409	3,311	3,208
5. City of Winnipeg: Apprentices	1,590	1,821	1,764
6. Remainder of Province: Apprentices	1,819	1,490	1,444
7. Women In Apprenticeship	56	45	41
8. Apprentices Attending Technical School	2,437	2,850	3,202
9. Examinations of Tradespersons (TQA)	316	275	286
10. Apprentices Examined Final Levels	573	614	580
11. Level Testing	914	1,133	1,159
12. Apprenticeship Board Meetings	4	7	8
13. Trade Advisory Committee Meetings	9	34	20
14. Examinations Conducted Under The Hairdressers Act(theory & practical)	1,253	1,324	1,235
15. Examinations Conducted Under The Barbers Act (theory & practical)	28	28	26

Apprenticeship and Training
1981 - 1990 Statistical Comparison
Hairdressing & Barbering Licences

	1981–83	1982–84	1983–85	1984–86	1985–87	1986–88	1987–89	1988–90
Licences Issued Under The Hairdressers Act		4,498		6,866		6,954		6,180*
Licences Issued Under The Barbers Act	611		652		689		357*	

* Total figures were not available – licences are still being processed through accounts.

The Apprenticeship Branch administers the examination and licensing of hairdressers and barbers for Manitoba. These responsibilities are conducted under the provisions of The Hairdressers Act and The Barbers Act. Hairdresser licenses are renewed in even-numbered years; Barber licenses are renewed in odd-numbered years.

Appendix F

Accomplishments and Activities

The Pay Equity Bureau has provided support and technical assistance to entities required by The Pay Equity Act to implement pay equity and those implementing on a voluntary basis.

A. Legislated Entities:

1. The Manitoba Civil Service

   The Manitoba Civil Service and its principal union, the Manitoba Government Employees' Association, reached agreement on pay equity wage adjustments within the legislated timeframe and the first twelve month period of adjustments commenced on September 26, 1987.

During the 1989–90 fiscal year, the third 12 month period of pay equity adjustments came into effect for the approximately 5,000 civil servants, 92% female and 8% male, who are receiving pay equity adjustments. The adjustments are being phased-in over a period of four years at a cost of 3.3% of straight-time payroll. The fourth year and final phase of the pay equity adjustments will take effect September 22, 1990, at which time the portion of the gender wage gap identified in 1987 as due to gender discrimination in pay practices will have been eliminated.

2. Crown Corporations and Universities

   Twenty Crown corporations completed pay equity negotiations and reached agreement within the legislated timeframe of September 30, 1988. Where negotiated, pay equity wage adjustments followed and during the 1989–90 fiscal year, these entities were in the second 12 month period of pay equity adjustments.

   For the 9 Crown corporations where gender-based pay inequities were identified, approximately 4,325 employees or 27% of the workforce, 3,069 of whom are women or 71% of the female workforce are receiving pay equity adjustments.

   The overall average percentage pay equity adjustment to the hourly wage rate per employee was $1.68. The overall average total payroll cost for the 9 Crowns implementing pay equity was 1.97%. The length of time for phasing-in the pay equity adjustments in the Crowns ranges from one to four years, depending on the agreements negotiated by the parties.

   All of the four universities in Manitoba are in their second year of pay equity adjustments. Approximately 1,950 employees or 26% of the workforce, 1,721 of whom are women representing 52% of the female workforce in the 4 universities are receiving pay equity adjustments. The overall average hourly pay equity adjustment to the hourly wage rate per employee was $2.01. The average total payroll cost for the 4 universities was 2.33%. The length of time for phasing-in the pay equity adjustments is in the range of three to four years.

   More detailed information on pay equity implementation in the Crown corporations and universities will be published in the fall of 1990.

3. Health Care Facilities

   The 23 health care facilities, their 9 unions and 2 nonunionized employee representatives chose to negotiate pay equity on an industry-wide basis. These parties were not able to reach agreement on the final step of the pay equity process, orderly implementation of the pay equity adjustments. In the case of such an impasse, The Pay Equity Act provides for referral to the Manitoba Labour Board. The unions referred the case to the Board.

   In accordance with The Pay Equity Act, the Acting Director of the Pay Equity Bureau prepared a report which was filed as evidence in the proceedings of the Manitoba Labour Board.

   In January, 1990, the Manitoba Labour Board ruled in favour of the employers' position. A judicial review of the Manitoba Labour Board decision is being pursued by the union representatives.

B. Voluntary Pay Equity Implementation

The Pay Equity Act specifically excluded school boards under The Public Schools Act. However during 1989/90, the Pay Equity Bureau provided resource materials, and technical assistance on pay equity implementation to three school divisions. Assiniboine South School Division #3, after completing pay equity negotiations with the bargaining agents is now phasing-in pay equity adjustments.

C. Technical Information and Advisory Services

In keeping with its mandate to promote the principles and practices of pay equity to employers, bargaining agents and the general public, the Pay Equity Bureau distributed approximately 500 information kits. In addition, the Pay Equity Bureau distributed the latest edition of its newsletter to approximately 10,000 readers. The Pay Equity Bureau is presently developing Booklet 4: Pay Equity as a Negotiated Process which will form part of the Bureau's technical series of booklets on pay equity implementation. This booklet will be released early in 1991.

The Deputy Minister of Labour accepted requests to outline the Manitoba experience in implementing pay equity at several national conferences.

The Pay Equity Bureau also handled requests for technical advice and assistance from several other provincial governments currently implementing pay equity legislation.

D. Policy and Program Initiatives

Prior to proceeding with new pay equity initiatives, the government of Manitoba announced that, following an assessment of the current progress of the government's pay equity program, it would continue the process of leading by example by extending pay equity further in the public sector and that consultations would continue with school boards and municipalities to establish a timetable for extending pay equity to those sectors.

As a result, a consultation process initiated in November 1988 involved key employer and employee representatives in the school divisions, municipalities, health care facilities not included in the Act, the private sector, as well as key women's organizations.

The purpose of the consultations was to discuss the major issues involved in developing workable implementation models for the sectors not covered by the Act. The representatives reviewed a discussion paper that addressed implementation issues, met with Pay Equity Bureau staff and then submitted written responses.

During 1989–90, the Pay Equity Bureau synthesized these responses into a summary report which has been distributed to all those who participated in the consultation process.

In order to facilitate pay equity implementation in municipalities, a working group composed of staff from the Pay Equity Bureau and representatives of the City of Winnipeg was formed in 1989/90. This group meets on an ongoing basis to discuss and assess pay equity initiatives for the City of Winnipeg.

Appendix G

Field Operations Branch

The Field Operations Branch is composed of the Inspection and the Industrial Hygiene Units and functions with multi-disciplinary, sector based teams. Inspections of selected workplaces within the Construction Sector, the Industrial Sector, Logging Sector, the Service Sector are scheduled on a regular basis. Investigations and the reviews of accidents, fatalities, and serious incidents are undertaken as and when they occur. The target population served is approximately 40,000 workplaces in Manitoba and a labour force of 412,000 individuals.

The objectives of the Field Operations Branch are:

— To eliminate health and physical injuries to Manitoba workers.

— To ensure that workplace hazards are identified and, corrective action and compliance with The Workplace Safety and Health Act and regulations are secured.

These objectives are accomplished by:

— Undertaking routine inspections of Manitoba workplaces.

— Responding to accidents and complaints to determine the cause as well as measures to resolve and prevent recurrence.

— Conducting serious accident, incident and fatality investigations.

— Issuing improvement and stop work orders.

— Preparing recommendations for prosecution and testifying at Manitoba Labour Board hearings and in court.

— Encouraging the establishment of effective and responsible safety and health committees.

— Providing guidance to committees, employers and workers in order to promote safe and healthy practices and working conditions.

— Auditing the effectiveness of safety and health programs in workplaces.

— Presenting specialized safety and health training courses to committees, workers and employers.

Inspection Unit

Services Include:

1. Compliance Inspection Activities

   Field inspection activities result as a consequence of fatalities, accidents, rights to refuse, complaints received by the Unit and routine inspections. The Unit also provides a 24-hour emergency response service.

2. Safety and Health Committee/Representative Formation & Development

   The Unit ensures the formation of Committees/Representatives at workplaces where they are required by the Act. Safety and Health Officers assist in the development of the Committee structure by providing assistance to the Committee on a requested basis.

3. Legal Activities

   As a consequence of compliance inspection activities, there is a legal component requirement which includes prosecutions for non-compliance with the Act/Regulation, Fatal Inquest appearances, and Labour Board Appeals of Improvement and Stop Work Orders.

4. Client Training

   The Unit offers specialty training to employers/workers on topics which include a program for the training and licensing of blasters.

5. Staff Development/Administration

   The Unit has an ongoing activity of administration and is involved in orientation, education and career development of new and existing staff. The associated resources varies from year to year based on staffing circumstances.

6. Team Structure

   The Safety and Health Officers are organized into six sectoral (two industrial, three construction, one service team) and two regional teams (Brandon and The Pas).

During 1989/90 the Unit delivered several specialized blasting courses in the Province. Approximately 150 attendees received Blaster's Certificates. The Logging sector received significant attention including enhanced inspection activities, 6 training and education sessions with approximately 180 attendees, and direct mail-outs of technical and safety information specific to loggers.

Proactive inspection activities were undertaken. Safety and Health Officers carried out inspections to prevent health related injury to workers exposed to isocyanate contained in paint during spray finishing activities.

Safety and Health Officers developed a revised confined entry guideline. Increased attention was given to confined entry equipment and procedures during inspection activities.

This unit is responsible for:

22 Safety and Health Officers in 8 Teams
(Includes District offices in The Pas and Brandon)
1 Administrative Secretary

Inspection Unit Activity Summary

	1987/88	1988/89	1989/90
Inspections	5216	3631	4404
Investigations			
Complaints	910	407	248
Accidents	182	187	306
Fatalities	9	10	12
Improvement Orders	4260	3878	3476
Stop Work Warnings	74	118	61
Stop Work Orders	135	122	106
Prosecutions	25	19	20
Training and Education Sessions	655	1230	1007
Emergency Response	—	27	53
Right to Refuse	—	—	5
Client Consultation Internal/External	—	453	1043

Industrial Hygiene Unit

1. Risk Assessment Compliance

   The Industrial Hygiene activity includes monitoring, evaluating workers exposure to gases, fumes, mists, dusts and hazardous physical agents. Industrial Hygienists perform risk assessment with respect to chemical and physical agents principally in the following areas;

   — Chemical exposure
   — Noise
   — Radiation
   — Environmental conditions, such as heat and cold stress

2. Hazard Communication

   Hygienists develop Industrial Hygiene ("WorkSafe") bulletins and other documents to advise employers and workers of hazards.

3. Education

   Hygienists participate in the development and delivery of educational programs in workplaces so as to assist employers, workers and safety and health committees in identifying and eliminating hazards.

4. Structure

   Hygienists are individually assigned to the Inspection Teams and are responsible for ensuring implementation of health related activities in their assigned sector.

5. Emergency Response

   Hygienists participate in the Branch's 24-hour emergency response service.

6. Federal Inspector Designation

   Hygienists are also designated as federal inspectors under the Hazardous Products Act (Canada) for purposes of enforcement of the Controlled Products portion of that Act and Regulations (WHMIS).

7. Decentralization

   In 1989/90 enhanced activity in the Northern and Brandon Regions has resulted in the permanent establishment of an industrial hygiene position in Brandon.

Industrial Hygiene Activity Summary

	1987/88	1988/89	1989/90
Industrial Hygiene Surveys Conducted	241	283	158
Emergency Response	—	—	25
Client Consultation Internal/External	—	—	311
Federal WHMIS (HPA and CPA)	—	—	14

Mines Inspection Branch

The objectives of this branch are to ensure that Mining operations are conducted in compliance with the legislation and good practices to provide the highest practical standards of safety and health for workers at mines.

Services of the branch include:

— routine inspecting of metal mines and surface plants, pits and quarries, peat operations, diamond drilling sites and abandoned mines;

— issuing orders for correction of items not in compliance with regulations or good practice and providing follow-up to ensure that corrections are made;

— conducting environmental surveys at mining operations and assessing the equipment, procedures and techniques used by mining companies in their surveys;

— investigating accidents, unusual occurrences, complaints and concerns to determine the cause as well as measures to resolve the problem and prevent recurrence;

— providing advice, training and technical support to safety and health committees;

— licensing hoist operators and explosives magazines;

— maintaining records of hoist ropes and mines accidents;

— conducting engineering assessments of new mine operations, new processes, procedures and equipment to be used; and

— assisting in review and development of policies and legislation.

Branch Programs Include:

1. Workplace Inspections

   Site inspections of all mining operations on a regular basis for the purpose of compliance with the pertinent legislation and safe practices. Inspections of underground and surface operations, pits and quarries, diamond drilling sites, oil extraction operations and inactive mines were carried out.

2. Environmental Surveys

   Surveys of environmental contaminants and physical agents which could impact on the

health of workers as well as audits of monitoring programs conducted by mine operators were conducted. This is less frequent than the norm as the Environmental Engineer functioned as acting Chief Mines Inspector for two thirds of the year. All Mines Inspectors are equipped to conduct preliminary investigations and determinations in this area.

3. Incident Investigations

   Investigation of incidents which require reporting under the regulations, of complaints and of special investigations to determine the cause and remedial measures to prevent recurrence are conducted by all field staff.

4. Mine Rescue

   Maintenance of Mine Rescue facilities, equipment and training of crews is supervised by the Mine Rescue Instructor to ensure that sufficient highly trained and well equipped mine rescue personnel are available to react to emergencies. At year end, 125 mine rescue persons were active at 8 stations located in all underground mining areas. There were three underground emergencies requiring the use of mine rescue crews; 42 workers were involved and proved the high standards of training and equipment.

5. Engineering Assessments

   Engineering assessments and pre-development reviews are carried out as required by the regulations, to ensure adherence to legislation, good practices and to engineer out potential problems. These range from installation of an explosive magazine or diesel unit underground to an elaborate fueling system or new mining method. The reviews typically involve both technical and engineering expertise of the Branch.

6. Training and Education

   Training has two aspects; training of staff and consultation, instruction and promotion of safety and health awareness to mine workers and operators. Client assistance is carried out in conjunction with other activities and on the basis of recognized need or specific request.

7. Administration

   The administrative activity involves the routines required to support field activities and the operation of the central office and four district offices. Three staff are dedicated to this activity.

Mines Inspection Branch includes Regional Offices in Thompson and Flin Flon.

Mines Inspection Branch Activity Summary

	1987/88	1988/89	1989/90
Inspections	1527	1144	760
Investigations			
Incidents	60	126	123
Complaints	36	44	75
Fatalities	2	4	2
Improvement Orders	1076	1003	595
Stop Work Orders	9	19	17
Environmental Surveys	150	26	29
Training and Education Sessions	103	112	72

Occupational Health Unit

The unit, re-established at the end of this fiscal year, consists of the Chief Occupational Medical Officer, one Epidemiologist and an Administrative Secretary.

Legislated responsibilities of the Chief Occupational Medical Officer include the provision of consultation respecting occupational health problems and issues. The unit is both proactive and reactive in its response to Division staff, health colleagues, workers, industry and business managers, and others requesting assistance.

Occupational Health Unit fulfills the following:

— provides medical supervision of health surveillance programs to ensure consistency with professional standards and ethics and Departmental policy;

— assists Division staff in the investigation of health concerns affecting workers and employers and recommends preventive or corrective action;

— consults, on request, with health professionals, representatives, workers and employers on occupational health issues.

— appraises new developments and issues in occupational health;

— participates in the development of workplace health programs and effects their implementation; and

— issues recommendations on occupational health matters consistent with the goals of The Workplace Safety and Health Act.

Advisory Council on Workplace Safety and Health

The Advisory Council on Workplace Safety and Health was established in 1977 under the authority of **The Workplace Safety and Health Act**. At the request of the Minister the Council advises or makes recommendations to the Minister concerning:

— general workplace safety and health issues

— protection of workers in specific situations

— appointment of consultants and advisors

— any other matter concerning workplace safety and health on which the Minister seeks the Council's opinion.

The Advisory Council plays a key role in the development of workplace safety and health legislation. Its members are appointed by the Lieutenant Governor in Council to provide equal representation from each of three groups: workers, employers, an technical and professional organizations concerned with the general purposes of the Act.

During 1989/90, Council membership consisted of:

— W.N.Fox-Decent, Chairperson

— G. Collis, Canadian Manufacturers Association

— C. Grahame, Manitoba Association of Registered Nurses

— D. Herbert, Manitoba Safety Council

— R. Hilliard, Manitoba Federation of Labour (Mines Sector)

— Dr. T. Jolly, Manitoba Medical Association

— N. McCormick, Winnipeg Chamber of Commerce

— K. Moore, Winnipeg Construction Association

— W. Newman, Mining Association of Manitoba

— W. Pindera, Manitoba Teachers Society

— J. B. Shiaro, Manitoba Federation of Labour

— F. Thomas, Manitoba Winnipeg Building Trades Council

— B. Ward, Industrial Hygiene

To assist in fulfilling its responsibilities, the Advisory Council on Workplace Safety and Health establishes committees to advise on specific matters dealing with safety and health in the workplace. During 1989/90 these included:

Health Standards Committee

Construction Safety Committee

Hearing Conservation and Noise Control Committee

Hazardous Wastes Labelling Committee

Agriculture Safety and Health Committee

Review Committee for Operation of Mines Regulation

The Council undertook the review of the following regulations:

First Aid regulation MR 101/88R – initial review undertaken by the Health Standards Committee;

Hearing Conservation and Noise Control Regulation 103/88R – Council established a subcommittee consisting of members from the Advisory Council;

Workplace Safety and Health Committee

Regulation MR 106/88R – reviewed by Council as a whole and recommendations provided to the Minister.

A guideline was prepared by the Council titled "The Media and the Advisory Council Members".

Committees were reactivated to review the Mines Regulation and issues respecting Agriculture Safety and Health.

Support and Development Branch

The Support and Development Branch, one of three branches within the Division, was established in fiscal year of 1988–89 through consolidation of existing staff resources. The Support and Development Branch provides coordinated occupational safety and health services for Manitoba workers, employers, joint workplace committees, sectoral committees, and the Minister's Advisory Council on Workplace Safety and Health, and maintains internal quality assurance/control functions within the Division. The Branch develops occupational safety and health legislation, and administers the Division's legislation development consultation process. The Support and Development Branch develops and delivers educational programming and informational support to clients. The Branch functions within specific project teams to coordinate core priorities with initiatives under development.

Branch Objectives are:

— To reduce, and prevent illness and physical injuries to workers in Manitoba workplaces.

— To strengthen the ability of Manitoba workplace participants to recognize and avoid risks and to create positive attitudes toward occupational safety and health.

These objectives are accomplished by:

— Developing occupational safety and health policies, programs, legislation and standards that are effective in fulfilling the Division's objectives.

— Maintaining Divisional information and records management systems, and coordinating the Division's participation in departmental systems initiatives.

— Serving as administrative and technical support to the Advisory Council on Workplace Safety and Health, which reports to the Minister in an advisory capacity.

— Liaising with specific workplace sectors to support occupational safety and health sectoral development activities.

— Participating in departmental, inter-departmental, provincial and national committees, governing/advisory boards and task forces regarding occupational safety and health.

— Undertaking special projects.

Branch Programs:

1. Legislation/Standards Development

   Provincial occupational safety and health legislation (primarily regulations and codes of practice) is developed and revised by the Branch through a formalized client consultation process on Workplace Safety and Health.

2. Policy/Program Development

   Specific occupational safety and health policies/programs related to the Division's legislated agenda are developed in close consultation with Field Operations Branch management. Preliminary implementation of new programs flowing from regulatory requirements is undertaken by Support and Development Branch, and the programs are transferred to Field Operations Branch for delivery through staff training provided by Support and Development. Review of other jurisdiction's programs is undertaken by Support and Development Branch to identify strategic planning options and possible cooperative efforts.

3. Delivery of Education/Informative Support

   Client education and training are provided through formal classroom sessions conducted by the Branch throughout the Province. Supportive printed information/publications and films/videotapes on occupational safety and health issues and programs are developed and distributed to clients on both an unsolicited and solicited basis. Training sessions are conducted for Field Operations Branch staff for new program initiatives and for the maintenance of existing programs.

4. Records Management Development and Maintenance

   A central file of workplace information, including site-specific conditions and Division compliance activities, is maintained as hard copy records by the Branch. A computerized records management system is maintained by the Branch to integrate with and augment hard-copy files.

Direct linkage with the Workers Compensation Board of Manitoba data base is provided by the Branch, as is access to a number of national and international occupational safety and health data bases. The Branch administers public requests for records.

5. Administrative/Technical Support to the Advisory Council

The Branch Director attends Council meetings, normally held once every three weeks, to provide information as required by the council. Branch staff attend or chair meetings of Council's committees held on a regular and frequent basis to assist committees in review and formation of recommendations, particularly with regard to the development of regulations and codes of practice. The Branch assists the Advisory Council and its committees in drafting correspondence and reports.

6. Liaison/External Communication

In consultation with labour and management clients in specific sectors, the Branch arranges and attends meetings and provides technical information and support to develop occupational safety and health sectoral committees. Branch staff draft workplace safety and health briefing and options for cabinet and Treasury Board submissions, correspondence and speaking notes for the Minister or the Deputy Minister. The Branch Director, the Occupational Safety and Health Program Engineer and the senior Industrial Hygiene staff represent the Division at inter-departmental, provincial and national meetings regarding workplace safety and health issues and standards development.

Support and Development Branch Activity Summary

	1989/90
Existing safety and health bulletins revised.	10
New safety and health bulletins developed.	10
Guidelines developed or revised.	9
Education sessions.	200
Audio-visual library circulation (number of loans to clients).	1,000
Clients reached by education session.	5,000
Circulation of printed program support material (number of documents distributed).	66,000